**JOB DESCRIPTION**

**Job Title: Head of Finance**

Direct Reports: Finance Officer, Finance Co-ordinator

Reports to: Chief Operating Officer

**Centre for the Moving Image**

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people’s lives – through the watching, making and understanding of film.

The CMI has undergone significant change and growth since it was established from the merger of Filmhouse and Edinburgh International Film Festival seven years ago in 2010. This has seen its turnover increase by 80%, its reach becoming genuinely national, and its influence being felt both directly and indirectly through the range of sectoral partnerships it is involved in.

The CMI currently incorporates Scotland’s leading independent cinema, Filmhouse, the world’s longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the Belmont Filmhouse in Aberdeen.

The CMI is working in partnership with Hopscotch and Digicult in delivering the Scottish Film Talent Network, is a founding member of the Edinburgh Cultural Venues Group, and is a founding member of Festivals Edinburgh.

**Purpose of role**

Reporting to the Chief Operating Officer, the Head of Finance is responsible for the development and delivery of the finance department strategy, in line with the organisational strategy and business plan. This includes having the lead responsibility for processing all financial transactions (including payroll) financial reporting, financial planning and ensuring appropriate financial controls are in place.

Each member of staff has an individual and collective responsibility to promote the values, vision and aims and objectives of the Centre for the Moving Image.

**Responsibilities**

* To prepare the monthly management accounts to strict deadlines, by company and group
* To prepare monthly year-end forecasts, by company and group
* To prepare monthly cashflow forecasts, by company and group
* To prepare the monthly management accounts narrative report for presentation to the COO and CEO
* To identify areas of profit improvement
* To develop and manage financial control systems
* To develop, implement and maintain the detailed Finance Manual
* To develop and implement reporting procedures to ensure that all managers and budget holders can monitor actual positions at all times
* To ensure month end tasks are completed satisfactorily and Balance Sheet reconciliations are prepared
* To manage cash flow tightly and efficiently
* To ensure that payroll and employee expenses are efficiently and effectively processed
* To complete statutory and financial reporting to external authorities
* To ensure monthly and quarterly statutory returns such as PAYE and VAT are made and paid timeously
* To develop the reports from SAGE to minimise manual keying
* To assist the COO with the annual budget process
* To assist the external auditors in the year end preparation of Statutory Accounts and Audit
* To prepare the year-end statutory audit schedules
* To complete the monthly grant schedules and relevant back-up
* To maintain the Group Fixed Asset Register and depreciation calculations
* To develop the finance department strategy and business plan
* To develop and maintain relationships with clients and suppliers
* To liaise with the Head of HR for the smooth delivery of payroll and HR service for new starts and leavers
* To encourage and drive quality and continuous improvement of processes used across the team.
* To ensure operational compliance with the company’s regulatory responsibilities

**Person Specification**

**Skills & Experience Specific to this Role**

* Fully qualified CCAB or CIMA accountant
* Experience of SAGE 50 or SAGE 200 (preferred not essential)
* Experience in running a finance team and producing financial information to a high standard and to tight deadlines
* Experience of cashflow management and cashflow forecasting
* Experience of Balance Sheet management
* Ability to manage own workload, and that of others
* Ability to implement financial procedures within the organisation.
* Excellent attention to detail
* Good communication skills
* Proven organisational skills
* Ability to delegate tasks and allocate work effectively and supervise work of the Finance team
* Professional experience of the arts/charitable sector (preferred not essential)

**Environmental Sustainability**

It is the responsibility of all staff to minimise the CMI’s environmental impact wherever possible and adhere to the company’s Environmental Policy. This will include:

* + recycling;
  + switching off lights, computers, monitors and equipment when not in use;
  + helping to reduce paper waste by minimising printing/copying and reducing water usage;
  + reporting faults and heating/cooling concerns promptly;
  + minimising carbon footprint when travelling.

Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Competencies**

### Organisational Leadership

* Strategic thinking, taking the longer term into consideration and developing broad scale objectives
* Engages others and harnesses their energies
* Models the vision and values of the CMI
* Facilitates organisational learning

### Managing Work

* Quickly determines tasks and resources
* Schedules work
* Develops time lines
* Co-ordinates resources
* Ensure effective completion of work through use of own and others time

### Change Management

* Challenges assumptions
* Recognises organisational opportunities
* Thinks expansively
* Encourages and rewards innovation

### Valuing Diversity

* Actively values others contributions and treats people fairly
* Creates an environment that appreciates diversity
* Challenges unfair behaviours and practices both internal and external

### Decision Making

* Makes effective decisions which balance the varying demands of interested bodies and cost management
* Understands risk/opportunity balance
* Develops and considers alternative solutions

### Teamwork

* Actively collaborates through communicating fully and openly, while showing respect for others
* Communicates fully and openly
* Balances all needs
* Facilitates goal accomplishment
* Ensures necessary team support and infrastructure in place

**Equal Opportunities Policy Statement**

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly.

It is our policy to provide employment equality to all, irrespective of:

* Gender, including gender reassignment
* Marital or civil partnership status
* Having or not having dependants
* Religion or belief
* Race (including colour, nationality, ethnic or national origins)
* Disability
* Sexual orientation
* Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

**The CMI Values**

At the CMI we are proud to work as a team and have developed a set of company values. They were established in 2017 so we are still working to fully integrate them into our business but they underpin everything we do, and tell you about how we work at the CMI:

* **inclusive**
  + We are open, accessible, and respectful
  + We believe in diversity and are committed to equality
  + We believe in working collaboratively with individuals and organisations in making a positive difference
  + We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
* **inspiring** 
  + We are focused on artistic quality and excellence
  + We believe in the power of film to change lives
  + We are confident, positive and a leader
* **innovative** 
  + We are bold, creative and passionate
  + We are inquisitive, challenging and risk taking
  + We believe in understanding the present and shaping the future
* **integrity**
  + We are professional, accountable and transparent
  + We are authentic, engaging and honest
  + We believe in independence of voice and genuine choice for audiences
  + We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society