

# MOUNTVIEW

A vibrant, theatrical scene with people in elaborate costumes dancing in a room. In the background, a large clock face is visible, with gears integrated into its design. The lighting is dramatic, with strong highlights and deep shadows, creating a sense of movement and energy. The costumes are diverse, ranging from formal gowns to more avant-garde, textured outfits. The overall atmosphere is one of a high-energy performance or a grand event.

**JOB DESCRIPTION FOR  
FINANCIAL  
ACCOUNTANT**

# WELCOME TO MOUNTVIEW



## From Sally Ann Gritton Principal & CEO

Mountview does things differently. Through our higher education programmes, our participation work, our growing network of regional sites, and our own examination board in Musical Theatre, Mountview Exams, we aim to dismantle barriers to the arts, open access to training for people of all ages and abilities and engage meaningfully with the communities around us.

We are a vibrant, outward-looking organisation, agile and responsive to a changing sector. Each year we share our space, expertise and resources, learning from and collaborating with the rich cultural ecology on our doorstep and beyond. While our purpose-built home in Peckham remains central to who we are, Mountview is not defined by a single location: it is not a building, but an ethos.

## Our Mission, Vision & Values

Mountview is dedicated to developing the actors, technicians and practitioners who will shape the future of the creative industries.

Our vision is to be a world leader in dramatic training, making an impact locally, nationally and internationally. We give potential a chance, nurturing bold, curious and purposeful artists, and we work to ensure our teaching remains current, ambitious and relevant. We train our students to the highest standards, developing skills, confidence and individuality through innovative practice, close industry relationships and a deep belief in the power of creativity to change lives.

Our staff team is highly skilled and collectively committed to Mountview's mission. Together, we have built a flourishing, energetic workplace that celebrates kindness and difference, and succeeds through a shared belief in our core values:

- Challenge the Status Quo
- Create Belonging
- Sustain the Future
- Compassionate Collaboration
- Transparent Communication

Inclusivity and belonging sit at the heart of our organisation: we commit to learning, to accountability, and to doing better when we fall short. By investing in our people and our partnerships, we secure a vibrant future for the arts - and for the students and staff who make Mountview what it is.



## How We Work at Mountview

At Mountview, people work hard, care deeply about what they do and look out for one another. We are a friendly, ambitious organisation with high expectations of ourselves, where everyone is trusted to take responsibility, pitch in when needed and contribute beyond their immediate role. We value openness, thoughtful challenge and a willingness to keep learning as we grow, and we support one another to meet high standards and do our best work.

The behaviours below are rooted in our values and describe what this looks like in practice. They set out the expectations for how we work, collaborate and deliver at Mountview. They apply to everyone and are demonstrated at a level appropriate to each role and its responsibilities:

### Mindset & Approach

Responsibility & Accountability  
Resilience & Adaptability  
Curiosity & Creativity

### Interpersonal Skills & Relationships

Compassion & Respect  
Collaboration & Teamwork  
Communicating & Influencing

### Organisational Effectiveness

Continuous Improvement  
Using & Managing Resources  
Inclusive Practice

I hope, having learned more about Mountview, that you feel encouraged to apply for this role. If you do, please know this: you are welcome here.

## THE ROLE

<b>JOB TITLE:</b>	Financial Accountant
<b>REPORTING TO:</b>	Head of Finance
<b>WORKS CLOSELY WITH:</b>	Director of Finance Finance Officer People Partner People & Culture Manager Registry & Admissions Manager

## PURPOSE OF THE ROLE

The Financial Accountant is a key member of Mountview's Finance team, responsible for managing the delivery of day to day and regulatory financial operations. Reporting to the Head of Finance, the post holder will provide financial advice and guidance across the organisation, prepare payroll, tax returns and external financial reports, and play an active role in preparing the statutory accounts and their subsequent audit.





## MAIN DUTIES AND RESPONSIBILITIES

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

- Support the Finance Officer, overseeing the purchase ledger and cash book
- Review and authorise the weekly supplier payment run
- Manage the sales invoicing and credit control of Mountview's commercial clients, donors and sponsors
- Support the Registry & Admissions Team with managing the collection of student debts
- Oversee the month end close and effective operation of month end accounting processes
- Be responsible for balance sheet reconciliations and resolving outstanding queries
- Ensure that restricted funds are reconciled and expenditure against funds meets the restrictions
- Manage Mountview's fixed asset register
- Accurate and timely preparation of financial reporting for external bodies such as the Office for Students and Office of National Statistics
- Support the Director of Finance with the preparation and production of annual financial statements and subsequent audit
- Prepare the quarterly VAT returns, in accordance with agreed partial exemption methodology
- Preparation of the annual Theatre Tax Relief calculation
- Be responsible for preparing Mountview's monthly payroll and pensions ensuring payments are made on time

- Ensure the timely administration and submission of employee statutory reporting responsibilities including ongoing and year-end HMRC requirements and returns
- Support the implementation and development of finance systems
- Support the Head of Finance with the preparation of accurate, reliable and timely financial information including monthly management accounts, termly forecasts, budget-holder reports and project reporting
- Assist in the preparation of the annual budget, and the ongoing monitoring of actual and forecast financial performance
- Support the enhancement of an effective internal control environment
- Ensure compliance with government, legislative, charity and internal policies and procedures
- Any other duties as may be reasonably required



# PERSON SPECIFICATION

Our person specification outlines the profile of our ideal candidate. However, we appreciate that not every candidate will meet every criterion. If you don't have all the skills or experience outlined but believe you can still make an impact, please explain in your supporting statement how you think you'll be able to achieve this and what support you might need to do so.

## Qualifications and Experience

- ACA/ACCA/CIMA qualified or part-qualified
- Experience of ledger management and reconciliations
- Experience of preparing VAT returns, preferably under partial exemption.

## Skills and Abilities

- Strong technical accounting skills
- Strong understanding of payroll and pensions
- Excellent communication skills and ability to communicate financial concepts to non-finance staff
- A high level of IT skills, including advanced Excel
- The ability to manage workloads to deadlines

## Personal Qualities and Attributes

- Positive, proactive and professional approach
- Interest in the arts and/or higher education
- Willingness to adopt a flexible and adaptable attitude to day-to-day workload
- Commitment to promoting diversity and inclusion
- Commitment to own professional development



## TERMS AND CONDITIONS

- Salary:** Circa £40-45K per annum, depending on experience.
- Contract:** Permanent.
- Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid break each day.
- Additional hours may be required, as agreed with the post holder and determined by the needs of the business.
- Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where roles and responsibilities allow. This is a non-contractual arrangement, and we reserve the right to request that the post holder is in the office at any time during their working week.
- Holiday:** 28 days in the first year, including bank holidays, pro rata, rising to 38 days with length of service thereafter.
- In addition, Mountview also has a paid (pro-rata) operational closure over the Christmas holiday period which totals up to 7 additional days excluding bank holidays.
- Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business within Greater London as the organisation may require, or work from their own home for online delivery when necessary.

## OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension schemes with NOW Pensions.
- Access to interest-free season ticket loan upon successful completion of probation.
- Access to a salary sacrifice cycle-to-work scheme upon successful completion of probation.
- Generous sick pay.
- Enhanced family leave upon successful completion of probation.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Access to Health Assured Support Services providing free and confidential health and wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and family members who live with you.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name retailers.
- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

## RECRUITMENT PROCESS

**Closing date:** Thursday 16 April at 9am.

We will be reviewing applications and interviewing candidates on an ongoing basis, and reserve the right to close the vacancy early should we appoint before the closing date.

**How to apply:** Please send your current CV, with a cover letter and completed equal opportunities monitoring form to: [recruitment@mountview.org.uk](mailto:recruitment@mountview.org.uk)

Cover letters should demonstrate your suitability for the role with reference to the person specification and main duties and responsibilities of the role.

All applications will be acknowledged. Late applications will not be considered.

**Equal Opportunities:** We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to also complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

