

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Head of Finance (Fixed Term to December 2026)</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Finance</b>
<b>RESPONSIBLE FOR:</b>	<b>Financial Accountant Finance Officer</b>
<b>WORKS CLOSELY WITH:</b>	<b>Chief Operating Officer Registry Manager Development Team Heads of Department and other budget holders</b>

### 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 AND 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

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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 each other 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:

<b>Mindset &amp; Approach</b>	<b>Interpersonal Skills &amp; Relationships</b>	<b>Organisational Effectiveness</b>
Responsibility & Accountability	Compassion & Respect	Continuous Improvement
Resilience & Adaptability	Collaboration & Teamwork	Using & Managing Resources
Curiosity & Creativity	Communicating & Influencing	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.

## PURPOSE OF THE ROLE

The Head of Finance is a key member of Mountview’s administrative team, responsible for leading all aspects of financial compliance, operations, and planning. This role acts as the main financial business partner across the organisation, delivering proactive support to budget holders, managing team operations, and ensuring the timely preparation of accurate financial information. The post holder plays a critical role in translating strategic direction from the Director of Finance into operational delivery.

## 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.

### Financial Management and Compliance

- Lead the day-to day operations of the Finance team and take line management responsibility for the Financial Accountant and Finance Officer.
- Ensure compliance with government, legislative, charity and internal policies and procedures.
- Review and fully document all Mountview’s financial policies and procedures.
- Formalise Mountview’s procurement policy and procedures and ensure compliance across Mountview to promote effective use of resources and value for money purchasing.
- Devise and implement process improvements, new initiatives or working practices to reinforce tight financial controls and procedures, both within the finance team and across the Charity.
- Identify ways to maximise the use of Mountview’s current accounting software and project

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manage any resulting system changes.

- Manage all aspects of VAT and taxation, including overseeing preparation of annual Theatre Tax Relief and quarterly VAT returns, in accordance with agreed partial exemption methodology.
- Manage the preparation and authorisation of payroll and pensions.
- Assist the Director of Finance to develop Mountview's financial strategy and take the lead in its implementation.

## **Income and Asset Management**

- Support the Director of Finance in maximising investment return through the formulation of an investment policy and investing cash in hand.
- Reconcile and allocate all income received using appropriate reporting and control mechanisms.
- Undertake annual service charge calculations for commercial units and office space tenants.
- Oversee Mountview's fixed asset register and its depreciation policies and ensure all assets are properly categorised and recorded.

## **Financial Planning and Reporting**

- Work with the Director of Finance to agree a clear set of strategic and operational assumptions for budgets and forecasts.
- Prepare the annual budget, working with budget holders to produce detailed budget analysis for the Executive team, Finance and Planning Committee and Board.
- Maintain and improve the timeliness, quality and accuracy of management accounting information and prepare monthly management accounts for review by the Director of Finance and Executive team.
- Prepare monthly cash flow forecasts and deploy effective working capital management strategies, reporting any significant matters to the Director of Finance.
- Support the Director of Finance in preparing and updating all financial elements of Mountview's business plan, undertaking modelling and budget projections as necessary.
- Support the Director of Finance with the preparation of annual statutory accounts and manage year-end audit process from auditors' visit through to Board approval, including preparation of the OfS interim and Annual Financial Return, and Charity Commission return.
- Manage the submission of the national statistics reports.
- Prepare reports for the Board, Finance and Resources Committee, and Executive team as required.
- Coordinate financial planning, budgeting, and reporting functions for all Mountview activities.
- Analyse financial and other trends to date and undertake commercial analysis to identify opportunities to reduce our cost base and/or increase income.

## **Finance Business Partnering**

- Build and maintain influential and collaborative relationships with managers, acting as an internal partner to support tactical and strategic business decisions and promote business improvements, value for money and cost reduction.
- Support the Chief Operating Officer in their responsibility for all commercial aspects of the business, including contracts, partnership agreements, procurement and pricing.
- Work with the Development team to prepare fundraising budgets, donor reporting and funds management, ensuring restrictions are observed and fund correctly designated.

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## Other Duties

- Any other duties as may be reasonably required to support the efficient and effective running of Mountview.

## PERSON SPECIFICATION

### Qualifications and Experience

#### *Essential*

- ACA/ACCA/CIMA qualified.
- Significant experience in progressive financial roles, preferably within the education, cultural or not-for-profit sector.
- Business and financial planning, management reporting and business partnering.
- Managing data collation and statutory reporting.
- Charity accounting and statutory accounts preparation under SORP reporting requirements.

#### *Desirable*

- VAT partial exemption and Theatre Production Tax Credit calculations.
- Managing payroll including pension
- Systems procurement and implementation.
- Staff management experience with the ability to lead and motivate people and handle any performance issues.

### Skills and Abilities

- Strong technical accounting skills.
- Strong project management skills, with the ability to plan and deliver projects within agreed timescale and cost.
- The ability to frame information into clear analyses, with the appropriate strategic focus.
- The ability to support the organisation whilst remaining independent and objective, and within the bounds of all accounting standards and regulations.
- Excellent communication skills with the ability to communicate financial concepts in laypeople's terms and to work with staff of different levels from Executive to Support level.
- High level report writing skills, with the ability to synthesise data and narrative effectively and clearly.
- Great relationship-building skills and effective engagement of partners across the organisation.
- Sensitivity to the roles and responsibilities of others.
- A high level of IT skills, including advanced Excel skills, and experience of using a variety of medium financial and data management software packages.
- The ability to cope with and prioritise heavy workload.

### Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Interest in the performing arts and/or arts education.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to promoting equality and diversity and ensuring access for all.
- Commitment to self-development.

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## TERMS AND CONDITIONS

**Salary:** Circa £50-58K per annum, depending on experience.

**Contract:** Fixed Term to December 2026, with possibility of extension.

**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, rising with length of service thereafter to a maximum of 38 days.

Mountview also has a paid 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 in 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 scheme with NOW Pensions.
- Access to interest free season ticket loan upon successful completion of probation.
- Access to 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.
- 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.

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## RECRUITMENT PROCESS

**Closing date:** Wednesday 27 May 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 covering letter and a completed equal opportunities monitoring form, to [recruitment@mountview.org.uk](mailto:recruitment@mountview.org.uk).

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 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.

## ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act 2018, and must abide by any related policies and procedures.