



FINANCIAL CONTROLLER

ROLE DESCRIPTION & APPLICATION INFORMATION

Role title:	Financial Controller
Reporting to:	Director/CEO & Executive Producer
Direct reports:	Accounts Assistant
Location:	Dublin 1, Ireland
Contract:	Permanent, Full-time

BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál MacLiammóir. Their productions were innovative and experimental and they offered Dublin audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

Theatre can lead to extraordinary moments of shared imagination. It enables us to stand in another's shoes to better understand ourselves, and the world around us. It shows us who we are, who we have been, who we could be. From its earliest forms of storytelling around the campfire, theatre has sought to reach people, to teach people, to communicate ideas – and to promote change. The Gate's mission is to be an International home for Irish artists and an Irish home for International artists. On its stage in Dublin and through tours, partnerships and creative collaborations, there is a commitment to 'open the Gate' to new artists, audiences and new forms of theatre. The Gate's aim is to share this

work with a large, diverse and evolving audience both in Ireland and around the world.

As an artist-led organisation the 'work' is at the heart of everything the Gate does. It produces a broad programme of new, contemporary and classic work, all of which speaks to today's world.

The theme of the Gate's current season is *Love and Courage*, and this theme emulates its aim to delve into Ireland's deep and world-renowned cultural legacy to establish a global world-class theatrical powerhouse. As the world continues to experience seismic economic, societal, political and cultural shifts, the 21st century has brought incredible change to our lives through technology and globalisation. However, theatre remains the backbone of society's culture, and none more so than Dublin, where Ireland's literary and creative output is world-renowned. Housed in the awakening Cultural Quarter, the Gate must now navigate decisively to open a new chapter, and deliver on the global stage.

Principles of the Gate's Vision:

- An Irish home for International artists and an International home for Irish artists - a network of international partnerships and collaborations - a creative leader on the world stage.
 - A global world-class theatrical powerhouse producing annually, a year-long programme of original work, attracting a diverse and broad audience.
 - A space for the world's greatest artists to meet, collaborate and exchange ideas through local, national and International encounters both on and off-stage.
 - To launch the next generation of artists on the world stage and to nurture these artists through mentoring and development, producing their work both at the Gate and internationally.
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PURPOSE OF THE ROLE

The Financial Controller is responsible for the accounting and budgeting systems of The Gate; the production of monthly management accounts, preparation of the annual financial statements, managing the annual external audit and developing robust controls, cash reporting and forecasting to ensure the efficient and effective management of the organisation's finances.

RESPONSIBILITIES

Financial Accounts

- Alongside the Executive Producer take responsibility for ensuring good governance of the charity and company, confirming that all statutory matters have been dealt with timely and correctly
- Prepare statutory accounts for the Gate and ensure all financial annual returns are completed

- Ensure all Financial Regulatory Returns (Charity Regulator) are completed
- Manage the annual external audit of the Gate's accounts

Management Accounts and Budgets

- Produce quarterly accounts and any other financial information necessary to be circulated to the board, including an updated year end forecast
- Produce monthly management accounts for the Executive Producer to discuss with the CEO on a timely basis
- Alongside the Executive Producer, lead on the annual budgeting process, the five-year plan and related funding applications

Controls, Cashflow and Forecasting

- Ensure that appropriate financial controls and reports are in place to support cost and income control and financial resilience
- Produce cashflow forecasts and budget V actual account reports on a timely basis for the Executive Producer to review with the CEO
- Maintain forecasting models to ensure the executive team are updated on any significant changes in a timely manner

Banking, Reconciliations and Payroll

- Review bank accounts daily and monitor box office income
- Oversee and authorise the weekly and monthly payroll processes, including calculation of pension deductions
- Oversee the Gate Theatre pension scheme and manage the relationship with pension advisors
- Oversee and authorise the weekly payment run
- Review bank & other monthly reconciliations
- Analyse and post Hospitality income

Production

- Prepare and update production budgets alongside the Executive Producer monitoring spend against budget on a timely basis
- Final checks to be made on all Production Budgets prepared by the Executive Producer
- Calculate and ensure that all royalty payments and settlements in the Gate and on tour are completed within contractual timelines

Other duties

- Line management of Accounts Assistant
- Prepare all financial information for Arts Council and Culture Ireland Grant Applications and Drawdown
- Support Theatre Manager on grant applications
- Support Director / CEO on fundraising applications
- Ensure financial administration of Revenue Online

This job description is a guide to the nature of the work required of the Financial Controller, not an exhaustive list of duties and the Director/CEO or Executive Producer may, at any time, allocate other tasks which are of a similar nature or level.

PERSON SPECIFICATION

Essential Experience, Qualities and Skills

- Qualified in a recognised accounting qualification (ACA, ACCA) with strong technical accounting and a member of a recognised accountancy body
- Experience of financial roles at a senior level, managing all aspects of running a finance function
- Experience of line management with the ability to lead, delegate effectively and motivate a team
- Good understanding of charity finance
- Excellent written and oral communication skills with the ability to convey complex financial matters to non-financial people
- Excellent organisational skills, attention to detail and the ability to work independently and under pressure
- A good team player with a genuine and keen interest in the arts

TERMS & CONDITIONS

Salary: Commensurate with experience

Interested applicants should email their CV, Cover Letter and Equal Opportunities Monitoring Form to Sarah.Lynch@gate-theatre.ie by 18.00pm on Friday 8th of November.