



## JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Financial Accountant
Department:	Finance
Reporting to:	Head of Finance
Job Type:	Part Time

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### JOB SUMMARY:

This specific role will be for the period of 6-12 Months & then may change with the structure of the team after maternity cover is finished. This role will grow & give capacity to the finance team to fulfil all aspects of providing the best support to directors & HODS. The Management Accountant will assist in the accurate and timely maintenance of the financial records of all companies for which Birmingham Hippodrome has responsibility. You will maintain the commercial & Charitable side of the business. You will be responsible for the completion of the monthly management accounts. The role will involve liaising and resolving with managers any accounting and audit queries. Providing support & guidance for the rest of the finance team.

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### MAIN DUTIES:

- Workings & completion of commercial monthly accounts.
- Quarterly Vat Returns
- Reporting weekly/monthly to business stakeholders.
- Liaise with HOD/Director's accounting queries.
- Oversee the finance officer's role & help with training needed.
- Yearly Budgeting & Forecasting
- Assist in Bank reconciliations when required.
- Support of processing of weekly wages & posting to accounts.
- Support of processing of commercial sales/ Visitors' services sales.
- Check and reconcile balance sheet control accounts on a monthly basis and reconcile and monitor ancillary sales.
- Complete monthly statistic forms as required.
- Liaise with auditors on yearly completion of accounts.
- Comply with all statutory and Hippodrome requirements in the areas of compliance such as safeguarding, GDPR, health and safety. E-learning training (which must be completed during the first three months of employment) as well as internal courses are provided to ensure you have the relevant knowledge in these areas.
- Participate in any general administration, projects and other duties as and when required by the Head of Finance and/or the Finance & Planning Director.

Requirements	<b>CORE:</b> The successful candidate will meet the majority of these requirements.	<b>DESIRABLE:</b> the successful candidate should meet some of these requirements.
Education Training and Qualifications	<ul style="list-style-type: none"> <li>• Numeracy qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Association of Accounting Technicians (AAT).</li> <li>• Part qualified (if possible)</li> </ul>
Skills, knowledge and abilities	<ul style="list-style-type: none"> <li>• Ability to communicate verbally to provide customer service in a helpful, friendly and courteous manner.</li> <li>• Good numeracy skills.</li> <li>• Computer literacy including Microsoft Excel and Word.</li> <li>• Good administration skills.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a finance/accountancy department.</li> <li>• Experience of completing monthly management accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of computerised accounting packages.</li> </ul>



To be successful in this role you will need to be able to demonstrate the following: -

## Our Values



### Inspiring

We bring individuals, groups and communities together to share those wonderful 'goosebumps' moments: emotive, world-class, cultural experiences that ignite imaginations and inspire future generations.

- Feels confident enough to make suggestions for how things can be improved to create the best experience for our audiences and wider community.
- Encourages their team to present ideas for changes where necessary and gives constructive and timely feedback.
- Ensures the day to day tasks of the team are carried out in a way that is fun, and efficient and effective always seeking continuous improvement.



### Inclusive

We provide a safe and inclusive space for expression and creativity, priding ourselves on being collaborative and reflective of our city region. Inclusion is integral to everything that we do and is central to our decision-making.

- Respects and encourages differences in opinion, creating a culture of positive intent without fear of blame
- Champions a culture of diversity and inclusion, knowing great teams draw on differences as strengths.
- Proactively encourages diversity within their team through ensuring a diverse mix of skills and backgrounds.
- Is able to constructively challenge any inappropriate behaviour and can confidently have a difficult conversation if required.



### People Focused

We care deeply for our staff, audiences, volunteers, partners, participants and artists and are dedicated to ensuring that any Hippodrome experience is a positive one. Our people are the beating heart of Birmingham Hippodrome.

- Respect and value other people's ideas, experience and perspective to encourage open and considerate conversations.
- Champions a culture of personal development to help teams grow and perform, but also to support career development.
- Ensures there is a great employee experience within Department which starts from the point of recruitment to the time someone leaves.



### Progressive

We are ambitious for ourselves, our partners and our city region. We aim to be the best at what we do, always looking for new ways to advance, improve and evolve whilst being mindful of our rich and vibrant history.

- Be open to new ideas and innovation in order to drive continuous improvement.
- Creates a culture which encourages innovation and empowers individuals to seek proactive improvement.



### Sustainable

We take care with our actions, safeguarding the long-term sustainability of Birmingham Hippodrome through our work, environmental responsibilities and business practices.

- Does the right thing - even when no one is looking
- Promotes sustainable and ethical practices within their team. Challenging anything which may fall short of this.
- Ensures the Hippodrome remains compliant with all relevant legislation applicable to area.

**DATE ROLE CREATED**

April 2023

**DATE ROLE AMENDED/REVIEWED**

N/A

Birmingham Hippodrome Theatre Trust Limited  
Hurst Street, Southside, Birmingham, B5 4TB  
[birminghamhippodrome.com](http://birminghamhippodrome.com)

Registered Charity No. 510842