

JOB DESCRIPTION

Job Title:	Finance and Payroll Officer
Reports to:	Head of Finance
Status:	Permanent, full-time
Salary range:	£23,010-£25,028 (based on experience)
Applications deadline:	10AM on Monday 12 September

Centre for the Moving Image

The CMI 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 home of film in Aberdeen, Belmont Filmhouse.

We have a vision to transform people's lives through film. Each year we bring hundreds of wonderful films, seasons and special programmes, curating some of the most diverse film programmes in the UK. But we're more than just great films - we're cultural and community hubs, we support local artists and cultural partners, our education programme inspires thousands of young people each year, and our industry programme helps filmmakers find their way in the film industry.

Our film festival shines a light on voices from around the world and brings some of the most exciting filmmakers right here to Edinburgh. Our cinemas are trusted guides, taking you on a journey to discover your next favourite film and connect with like-minded film lovers. Whether you want to watch, learn about or make films, we're here to inspire, entertain and help you.

Purpose of role

This is a varied role, with the primary focus of delivering the monthly payroll for the 4 separate entities. It also includes a wide range of finance processes, such as VAT reporting, cashflow management and credit control. This is a key support role to the Head of Finance, assisting with financial reporting and the production of the management and year end accounts.

To support the Group in financial planning, maintenance of systems and records, and contribute to improvements in financial processes and associated controls.

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

- Solely process the monthly in-house payrolls (including pension auto enrolment) for CMI, EIFF, Filmhouse Trading and Belmont Filmhouse. Due to the increased activity around the Edinburgh International Film Festival (August) the EIFF Payroll has a heightened volume of new starts and leavers pre and post festival respectively.

- Process financial transactions to the finance system, ensuring that all transactions have been properly authorised in accordance with agreed procedures and correct nominal ledger coding applied where relevant. Posting must be done in a timely manner to ensure the accuracy of reporting.
- Daily, weekly and monthly banking and reconciliations including petty cash for all 4 entities.
- Update the daily cashflow forecast, reporting significant anomalies or changes to the Head of Finance.
- Manage staff expenses function and travel advances to ensure paid on time and reconciled correctly after posting to the correct nominals
- Calculation of quarterly VAT returns for review by Head of Finance and reconciliation of VAT control accounts across Group
- Reconciliation of Inter Company accounts on a monthly basis
- Undertake various cash, bank, fund and database reconciliations to ensure data is complete, accurate and posted correctly.
- Identify and implement any improvements to transaction processes
- Process purchase, sales and nominal ledger transactions
- Assist in the production of management accounts, the annual report and accounts and other ad hoc reporting as required.
- Manage the credit control function
- Process supplier payments
- Maintain financial databases, computer, software systems and manual filing systems

Person Specification

Experience and Qualifications

- Relevant accounting qualification or qualified by experience
- Proven experience in an accounting or finance position
- Experience using SAGE payroll and Sage50 accounting package desirable
- Accuracy and attention to detail
- Excellent interpersonal skills to interact with clients, suppliers and colleagues at all levels
- Strong communication skills, using appropriate language and style of communication that is relevant to the situation and circumstances to influence
- Capable in the use of standard Microsoft Office applications: Word, Excel and PowerPoint
- Ability to work independently, to take initiative and adopt a problem-solving approach
- Strong organisational skills with excellent attention to detail
- Enthusiasm, flexibility and the ability to cope well under pressure

Competencies

- Ability to prioritise and re-prioritise work and manage service delivery targets within tight constraints
- Take ownership for workload and is proactive in approach
- Demonstrate sufficient self-awareness to identify personal strengths and areas for development
- Calm, reasonable and professional manner

- Review and reflects on personal behaviour and is able to make adjustments accordingly
- Flexible to change, eager to improve and develop new skills

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.

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.

CMI Values – Summary

The CMI has developed the following values, which underpin what it does, why it does it, and how it does it. The CMI believes that embedding these values in all that it does will:

- Assist in the long term sustainability of the CMI
- Enhance the programme – its range, its depth and its reach
- Attract a wider range of audiences to engage with film
- Reflect the staff team's motivations and ambitions

- Underscore the importance of mutual trust and respect: with each other, with partners (including industry, funders and donors, and sponsors), and with audiences
- Assist in enhanced planning, prioritisation, focus, communications and systems

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

Application process

Please submit an up to date CV and covering letter, explaining why you think you are suitable for the role and why you want it, at <https://hr.breathehr.com/v/finance-and-payroll-officer-25178>.

Your application will be treated in strict confidence.