

Job Description – Head of Finance

3 days/22.2 hours per week

£58,000 pro rata

Apply by midday, 14th May

Interviews anticipated w/c 20th May

Based at Screen Yorkshire, Studio 30, 46 The Calls, Leeds LS2 7EY. Responsible to Chief Executive.

To apply for this position, please send a cover letter and CV to fiona@screenyorkshire.co.uk by midday on Tuesday 14th May 2024. If you would like an informal conversation with Caroline Cooper Charles, Screen Yorkshire's Chief Executive regarding the role please email caroline@screenyorkshire.co.uk

About Screen Yorkshire

Screen Yorkshire is the engine that drives the film and TV sector in the region.

Established in 2002, it has been building Yorkshire's global reputation as a centre for excellence in the screen industries for more than twenty years, helping to secure its position as one of the most sought-after destinations for content production in the UK.

Screen Yorkshire attracts high end TV and feature film projects to the region through its Yorkshire Content Fund. To date it has generated over £225 million production spend through investing in more than 60 film and TV productions. Credits range from TV Dramas Peaky Blinders, All Creatures Great and Small, Ackley Bridge and Dance School, to feature films, The Duke, Ali & Ava, Official Secrets, A Bunch of Amateurs, Sky Peals and Bonus Track.

Our expert Film Office team, staffed by industry professionals, provides on the ground locations, studios, crewing and production support services, facilitating high profile feature film and TV productions from all over the world to shoot in the region.

Screen Yorkshire also works to foster talent and build a versatile and diverse screen workforce, designing and delivering industry training and development programmes for film, TV and screen, with a range of local and national partners.

www.screenyorkshire.co.uk

Screen Yorkshire's training programmes always involve the industry – studios, production companies, a range of industry professionals and local training providers. Our programmes place diversity at the centre of recruitment, explicitly working to ensure the workforce reflects new people, new skills and new voices.

Screen Alliance North – BFI Skills Cluster

Screen Alliance North is a new BFI Skills Cluster partnership created by Liverpool Film Office, North East Screen, Screen Manchester and Screen Yorkshire. with the support of the BFI National Lottery funding. The four screen agencies have come together as a lead skills body for the North of England to tackle skills shortages and improve access to quality training provision for diverse talent and communities.

Our initial three-year programme will enable the four partners to work strategically across the broader North to build a stronger, happier and more inclusive skilled workforce, helping to secure its future as a leading global centre for screen production.

www.screenalliancencnorth.co.uk

Head of Finance

Screen Yorkshire is recruiting for a Head of Finance to join its senior leadership team. The successful candidate will be responsible for the company's strategic and operational financial management, corporate governance and accounting. The role will also lead on the financial management of the Yorkshire Content Fund, our public-private investment fund for the TV, film, video games and digital sectors in Yorkshire and Humber.

Responsibilities

Key duties of the Head of Finance position are outlined below.

Reporting

- Quarterly reporting to the Board
- Annual financial accounts
- Annual Corporation tax returns
- Quarterly VAT returns – including “partial exemption” calculations
- Annual financial return to Department for Levelling Up, Housing and Communities
- Periodic returns to various funding bodies (to support payment claims)

Accounting Function

- Overseeing monthly payroll for the organisation
- Ensuring submission of monthly/annual payroll returns to HMRC
- Submission of monthly pension returns to Royal London
- Overseeing accounts payable and accounts receivable
- Oversight of accounting controls (eg bank reconciliations, fixed asset register)
- Preparation of monthly management accounts

Budgeting and Cashflow

- Preparation of annual budgets for the Board
- Managing the organisation's cash flow, including treasury management
- Preparation of separate budgets for the various projects run by Screen Yorkshire, including advising and supporting Screen Yorkshire project staff

Yorkshire Content Fund

- Reporting fund performance to the Board
- Reviewing collection statements to ensure that Screen Yorkshire has received the correct amounts from distributions
- Making contractual payments to investees
- Collating and monitoring data on performance of investments
- Managing the Audit Committee function in relation to Yorkshire Content Fund investments

Other Duties

- Issuing employment contracts to staff
- Maintaining the company risk register and business continuity plan
- Overall responsibility for IT and telecoms (there are external consultants for both these functions)
- Arranging the company's insurance policies
- Company Secretarial duties

Relationship Management

- Line manager of the Finance Assistant
- Managing and overseeing the company's banking relationships
- Managing relationship with external auditors
- Providing support to the rest of the senior management team – in particular with respect to new funding applications

Person Specification

Essential Requirements

- Professional accounting qualification (eg Chartered)
- Senior managerial experience
- Commercial decision-making
- Excellent written and oral communication skills
- Advanced Excel skills
- Outstanding attention to detail

Desirable

- Knowledge of Xero
- Understanding of the screen and/or creative industries

To apply, please send a cover letter and CV to Fiona@screenyorkshire.co.uk by midday on Tuesday 14th May 2024.