

**[NATIONAL
THEATRE
OF SCOTLAND]**

DIRECTOR OF FINANCE AND ADMINISTRATION

**[NATIONAL
THEATRE
OF SCOTLAND]
ROCKMILLA**

January 2025

Photography by Eoin Carey

ABOUT THE COMPANY

Established in 2006 the National Theatre of Scotland has pioneered the ‘Theatre Without Walls’ model, demonstrating a commitment to have a presence in every part of Scotland, to perform at all scales and reach all its people.

We don't have our own venue, instead, we're able to bring theatre to you wherever audience are. From the biggest stages to the smallest community halls, we showcase Scottish culture at home and around the world. We have also performed in airports and tower blocks, submarines and swimming pools, telling stories in ways you have never seen before.

We want to bring the joy of theatre to everyone. Since we were founded, we have produced hundreds of shows and toured all over the world. We strive to amplify the voices that need to be heard, tell the stories that need to be told and take work to wherever audiences are to be found.



How the Earth Must See Itself, photography by Beth Chalmers






The Fifth Step, photography by Mihaela Bodlovic

NOTABLE PRODUCTIONS AND PROJECTS TO DATE INCLUDE

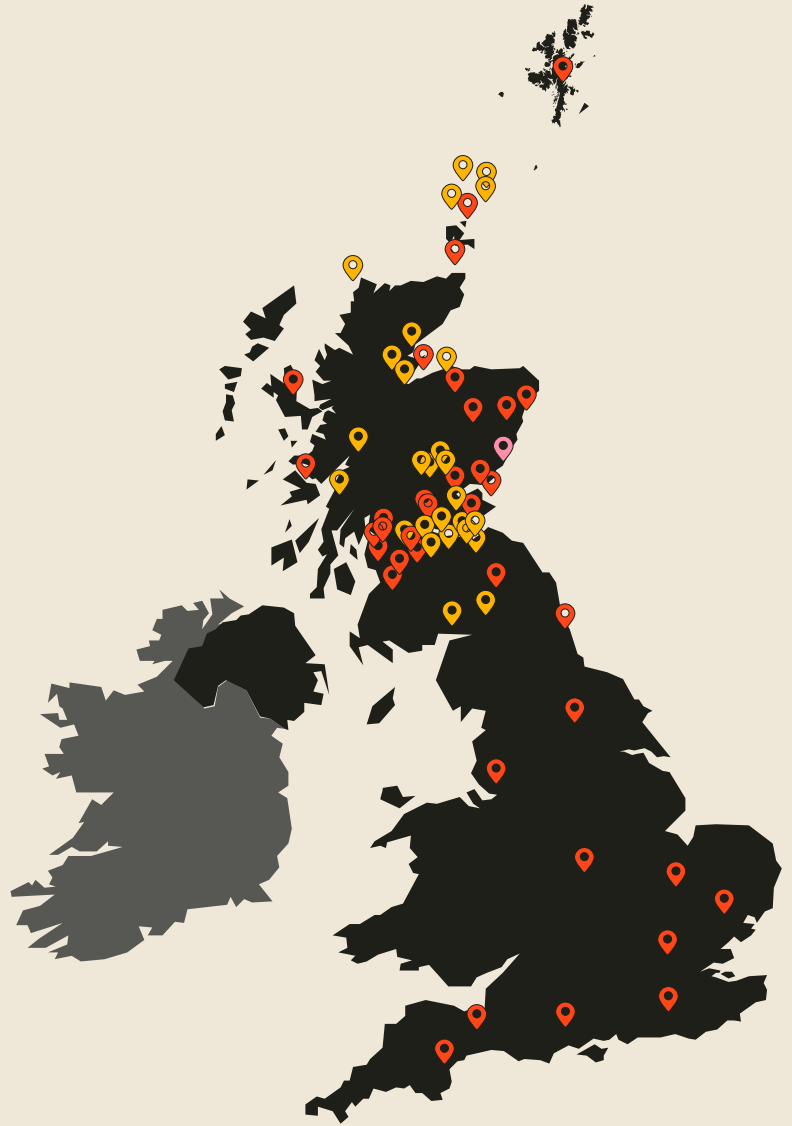
- *The Fifth Step* - **David Ireland's** grimly comic, provocative new play about men, intimacy and what we choose to put our faith in which premiered at the Edinburgh International Festival in August 2024 featuring **Jack Lowden** and **Sean Gilder**.
- A riotous re-telling of **Robert Louis Stevenson's** adventure novella *Kidnapped* jam-packed with 20th Century pop music and 18th Century romance adapted for the stage by **Isobel McArthur** with **Michael John McCarthy**.
- A uniquely Scottish version of the **Bram Stoker** classic *Dracula* featuring an all women and non-binary ensemble which transposed the action to Scotland amid the wild beauty of the landscapes of the north east which originally inspired the novel.
- *The Strange Case of Dr Jekyll and Mr Hyde* (created by National Theatre of Scotland and Selkie Productions in association with Screen Scotland and Sky Arts) a thrilling new hybrid version of **Robert Louis Stevenson's** classic story, conceived and directed by **Hope Dickson Leach**. Premiered as a live filmic experience in the historic surrounds of Leith Theatre, audiences at home can now enjoy the final film on Sky Arts and Marquee TV.
- *Orphans*, a new Scottish musical based on the **Peter Mullan** film.
- **Hannah Lavery's** *Lament for Sheku Bayoh*, a searing exploration of racism in Scottish society, in collaboration with the Edinburgh International Festival and the Royal Lyceum Theatre.
- *Ghost Light* by **Hope Dickson Leach**, a filmed homage to theatre created during the lockdown of 2020 for the Edinburgh International Festival.
- Ground-breaking digital project *Scenes for Survival*, created in response to the pandemic in collaboration with BBC Scotland.
- *Adam* by **Frances Poet**, the emotive true story of a young trans man's journey from Egypt to Glasgow, which won multiple awards on its debut at the Edinburgh Festival Fringe before touring widely.
- Pioneering participatory arts projects including *Granite* in Aberdeen, *Futureproof*, an international festival of co-created theatre across Scotland and *Little Amal* at Cop26.
- **Rona Munro's** award-winning historical works *The James Plays*, a landmark production in ambition and scale for touring Scottish theatre.
- *The Strange Undoing of Prudencia Hart* by **David Greig** and **Wils Wilson**, which has become one of the Company's most adaptable, beloved, and widely toured productions.
- A radical reimagining of *Macbeth* starring **Alan Cumming**, presented in Glasgow and the New York Lincoln Center Festival and subsequently, Broadway.
- *Black Watch* by **Gregory Burke** which won a multitude of awards including four Olivier Awards.

NTS TOURING 2023/24

-  Creative Engagement
-  Theatres in Schools Scotland
-  Shows

SHOWS OUTWITH UK

- | | |
|-----------|----------|
| Oslo | Brussels |
| Poznan | New York |
| Hannover | Berkley |
| The Hague | |



VISION

A theatre without walls, for everyone, that sparks connection between people, between communities, and between Scotland and the world.

MISSION

To make extraordinary, relevant theatre by, with and for contemporary Scotland.

VALUES

Inventive

We want to innovate around how theatre is made, by whom, and who gets to experience it.

Collaborative

We recognise our roles as both collaborators and leaders in the culture sector, the richness of collaborative working, and our responsibilities to individuals and companies working across Scotland and around the world.

Ambitious

We want to make a positive difference with everything we do, setting high standards for the work we create. We will make bold choices and seek constantly to evolve and adapt our working practices to meet the needs of artists, audiences and communities.



DIRECTOR OF FINANCE AND ADMINISTRATION JOB DESCRIPTION



Dracula, photography by Mihaela Bodlovic

REPORTS TO

Executive Director

RESPONSIBLE FOR

Senior Management Accountant
Assistant Management Accountant
Finance Assistants
Operations Manager
Head of HR

JOB PURPOSE

To provide leadership and management of the National Theatre of Scotland Finance, People/HR and Operations functions. To provide expert advice to Senior Management Team colleagues and the Executive Leadership Team, in support of effective organisational leadership and decision-making.

THE ROLE

- Provide proactive, strategic, and robust financial planning and reporting to the Board and Executive leadership.
- Ensure the effective development and delivery of ICT systems and support in the context of a clear strategy.
- Ensure the effective development and delivery of HR services
- Ensure the effective delivery of building services.
- Ensure the Company complies with all legal and fiduciary regulations including for the Scottish Government, OSCR and HMRC.
- Report to the Board and its Finance and Risk & Audit Committee on financial and audit matters and on Health and Safety.
- Report to the Board and its People and Performance Committee on People/HR, staff governance and training.

SPECIFIC DUTIES

Strategic Leadership

- Contribute to the development, implementation, and monitoring of the company's strategic plan and take the lead on the financial strategy and planning including achieving financial stability, efficiencies, effectiveness, and sustainability.
- Ensure the development and implementation of robust and effective future-focused strategies for finance, HR, ICT and administrative systems.
- As a member of the Senior Management Team, share responsibility for the day-to-day management of the Company, representing the Company at external events as required.
- Provide proactive advice to the Board and its Committees on financial strategy, People/HR, operational planning and policies.

Finance

- Ensure accurate and robust planning, management, and reporting of the company's finances.
- Ensure the continuous effective development and implementation of finance policies, procedures and systems.
- Oversee the internal and annual external audit processes and be the lead contact for the Company's auditors.

People/HR

- Ensure effective HR support services are delivered, including accurate HR advice, planning and reporting.
- Ensure the continuous effective development and implementation of HR policies, procedures and systems.

Operations

- Oversee efficient development and delivery of in-house ICT services and liaise with external ICT support providers as required.
- Ensure the Company's insurances are maintained and renewed effectively.
- Lead on the design and management of consistent administration and ICT systems
- Ensure effective and efficient management of building services including building supervision and office/reception activities.

Compliance and Risk

- Oversee compliance with financial administration obligations arising from the Company's charitable status, HMRC and with Scottish Government reporting and information requirements.
- Take responsibility for the planning and implementation of health and safety management across the organisation in particular leading on the company's incident reporting system in close collaboration with the Technical Director.
- Report to the Executive Leadership, Senior Management, the Finance/Risk & Audit Committee, and the Board on financial matters and ensure all other levels of management are provided with the financial information, advice and guidance they require to carry out their roles effectively.

Organisational Requirements

- Work towards the achievement of National Theatre of Scotland's organisational goals
- Take part in organisational projects as required.
- Maintain a high standard of customer care.
- Use ICT applications to service the post's administrative needs.
- As the post-holder may be the first point of contact for many external organisations and individuals, the Director of Finance and Administration is expected to remain up to date with, and aware of, developments within National Theatre of Scotland and its work.
- As the post will require handling, processing, and recording of restricted information, confidentiality is required to be maintained at all times.
- Attendance at performances of the National Theatre of Scotland and other companies, to develop and maintain an understanding of developments within the company's work and the wider sector.
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations.



PERSON SPECIFICATION

ESSENTIAL

- A qualified accountant, with at least 5 years' experience of financial control of an organisation of a similar size, NTS has a staff of 62 permanent employees and a turnover of circa £6m.
- Proven experience of working within a charitable company structure and working within the Charities Statement of Recommended Practice (SORP) to prepare accounts and report to HMRC and OSCR
- Proven experience of working within a publicly funded context, of managing relationships with stakeholders and providing reports as required to satisfy funding requirements
- Proven experience of reporting to a non-executive Board of trustees
- Current knowledge of HR policies and practice and at least 5 years' experience of managing people
- At least 3 years' experience of managing organisational systems and IT/operational functions
- At least 5 years' experience of working at a senior level within an organisation to provide strategic advice to senior managers and executive team.

DESIRABLE

- Knowledge of Iplitic or similar financial accounting packages
- Knowledge of BrightHR or similar HR systems
- Experience of managing the People/HR function of an organisation of a similar scale to NTS
- Experience of working within a theatre or arts/cultural organisation
- An interest in and passion for theatre or the arts/culture

NECESSARY PERSONAL QUALITIES AND APTITUDES

- Willingness to work both at a strategic level and in a 'hands on' capacity within a busy working environment
- Being open to learning and to adapting experience from another not-for-profit environment to a theatre/ arts environment, if required.
- An excellent communicator, able to advise and report on finances to a non-finance audience
- A calm demeanour, willing and able to manage multiple priorities and a complexity of projects and work strands.
- Ability to manage own workload, including administration, and comfort managing a small high-performing team.
- A collaborative working style
- A commitment to working in line with NTS' values (Inventive, Collaborative, Ambitious) and in the context of a values-driven organisation.



Thank U, Next, photography by Tim Morozzo

TERMS AND CONDITIONS OF EMPLOYMENT

Annual Salary: £60,000

Status: Permanent

Holiday Entitlement: 34 days per annum (including public holidays)

Probationary period: 6 months

Notice period: 3 months

Pension: The Company makes an 8% contribution into the company's group personal pension plan on condition that the employee makes a minimum contribution of 4%.

Place of work: To be effective, the role is required to be undertaken for the majority of the week at Rockvilla, or wherever is required to support company activity. Flexible and home/hybrid working are also available.

Hours of work: 35 hours per week and as necessary to fulfil the scope of responsibilities within the post.

Additional Hours: To be agreed in advance including attendance at National Theatre of Scotland performances, rehearsals and meetings out with office hours.

HOW TO APPLY

At the National Theatre of Scotland, we aim to provide an anti-oppressive environment for people from all backgrounds and do not discriminate based on race, national or ethnic background, citizen status, hair texture, hairstyle, sex, sexual orientation, gender(s), gender expression, age, religion, language, deafness, disability, neurodiversity, chronic conditions, mental health, socio-economic status, skin tone, body size, educational background, pregnancy or maternity/paternity, marriage or civil partnership, class, immigration status, nor cultural markings and/or tattoos including those due to religious rituals from pre-colonial cultural practices. As language, terms, and expressions inevitably evolve the National Theatre of Scotland is committed to reviewing this statement of language in collaboration with our respective communities.

When you are ready to make an application, please submit your CV and cover letter (**as one combined document**) via the apply button ([here](#)) by midday on **Monday 3 February 2025**.

Please contact **Lauryn Pringle** or **Debbie Shields** at Aspen People for a confidential discussion about the role on **0141 212 7555**.

Deadline for applications: Monday 3rd February 2025 at 12.00pm (midday)



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THANK YOU

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ROCKVILLA

nationaltheatrescotland.com