



Be inspired by amateur theatre

Background

NODA is the national body that represents amateur theatre and any amateur theatre society can become a member of organisation. NODA was founded in 1899, “to protect and advance the interests of operatic and dramatic art, and of societies engaged therein”. Our membership continues with over 2,000 society members and over 1,000 individual enthusiasts staging musicals, operas, plays, concerts and pantomimes in venues ranging from the country’s leading professional theatres to village halls.

We support and inspire amateur theatre. Our vision is that amateur theatre is successful and sustainable, providing a range of opportunities for people to develop their skills, and enjoy taking part, at all levels.

NODA’s aim is to:

- Give a shared voice to the amateur theatre sector.
- Help amateur societies and individuals achieve the highest standards of best practice and performance.
- Provide leadership and advice to enable the amateur theatre sector to tackle the challenges and opportunities of the 21st century.

NODA has an elected council, comprising 11 councillors, the Chairman, Vice Chairman and the President. Each councillor represents a Region, and each Region has a committee which works to sustain and promote amateur theatre in their part of the country. The NODA Head office is based in Peterborough.

Financial Controller Role

Reporting to the Chief Operating Officer (COO), the Financial Controller, is responsible for the financial management of NODA CIO including its 11 Regions as well as its trading subsidiary NODA Ltd. The role will act as the central point of contact within HO for all financial matters.

The Financial Controller will work closely with the NODA COO, Chairman, Vice Chairman, Finance Committee and Regional Treasurers to ensure strong, effective and efficient financial management and reporting. The role will also form part of the small Head Office team based in Peterborough and will provide help and support to team members at busy times, holidays, absence etc.

Job Description

Job Title:	Financial Controller
Reporting to:	Chief Operating Officer
Direct reports:	11 Regional Treasurers
Liaison with:	Chairman, Vice Chairman, Regional Councillors & Trustees, NODA HO staff, NODA members
Salary:	Competitive and subject to negotiation
Hours:	Full Time (35 hours per week)

National Operatic & Dramatic Association, 15 The Metro Centre, Peterborough, PE2 7UH
Registered Charity no: 1171216 Registered Company no: 241572



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Duties

Financial Planning and Reporting

- Prepare the annual NODA CIO and NODA Ltd budget in conjunction with stake holders incorporating the 11 Regional budgets into the overall consolidated budget.
- Prepare and collate all information requested by the auditors to ensure a smooth and efficient annual audit.
- Assist the auditors with the preparation of the annual statutory accounts.

Management Accounting

- Prepare monthly individual and consolidated management account for NODA CIO, NODA Ltd and the 11 Regions. Monitor performance against budget and report on this as necessary.
- Ensure relevant and accurate accounting records are kept and maintained in order to comply with all statutory requirements imposed by, but not limited to, HMRC, Companies House, Pensions Regulator and the Charity Commission.
- Prepare and submit quarterly VAT returns including partial exemption calculations.
- Prepare monthly bank reconciliations.
- Reconcile monthly the sales and purchase ledgers, chasing any outstanding debt promptly and resolving any supplier issues to ensure a continuous supply is maintained.

Sales and Purchases

- Prepare any sales invoices as necessary and process payments received.
- Process all duly authorised purchase invoices and upload payments to the bank for authorising as necessary.

Salaries

- Prepare the monthly payroll for submission to the payroll processing house.
- Upload net salaries, HMRC and pension payments to the bank for approval as required.

Regions

- Act as the main point of contact on finance for the Regional Treasurers, providing help and support as necessary.
- Upload fund transfers to the regional bank accounts as requested for approval as necessary.

General

- Review accounting and banking systems including software on a regular basis and make recommendations for improvements and upgrades as required.
- Act as the main point of contact with auditors, bank, payroll, pension scheme and maintain regular contact.
- Deal with staff expenses and HO petty cash. Uploading payments to the bank for approval as required.
- Support the HO staff team at busy times, holidays, absence answering phones, dealing with member inquiries, distributing post etc.
- Provide regular updates to the COO and Chairman as requested.



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Skills and Attributes

Essential

- Qualified accountant or qualified by experience.
- Experience of managing a finance function in line with the role specification.
- Ability to present financial information to a range of stakeholders in the most appropriate format.
- Excellent IT skills in particular Microsoft Office and Sage Line 50.
- Ability to prioritise workload and work to set deadlines.
- Ability to work well as part of a small team providing any required support to other team members.

Desirable

- An interest in the arts ideally theatre.
- Full driving license.

As an employer NODA is committed to equality, diversity and inclusion and to fostering a culture of openness and support those values from a wide range of backgrounds. As such we welcome applications from any background with the requisite skills and experiences especially those under-represented in the arts.

Please note that this role will be primarily office based at the NODA Head Office in Peterborough.

How to Apply

To apply please send a copy of your CV along with a covering letter (no more than 2 sides of A4) explaining why you would be suitable for the role given your skills and experiences.

The application should also include contact details for 2 references, one of which should be your current or most recent employer. These will only be contacted should you be successful in your application and an offer of employment made.

Should you wish a confidential informal chat about the role in advance of submitting an application please contact – Dale Freeman (COO) dale@noda.org.uk

Applications should be submitted via email by 12pm on Thursday 31 March 2022 to dale@noda.org.uk marked 'Private & Confidential – Financial Controller'. All applications will be acknowledged.

By submitting an application you agree to all relevant data being stored by NODA for the purposes of the recruitment process and will only be retained should you be appointed.

PLEASE NOTE – NO AGENCY APPLICATIONS