



JOB DESCRIPTION AND PERSON SPECIFICATION:

FINANCIAL CONTROLLER

Contract terms	Full Time / Permanent (after initial 6 months probation period)
Responsible to	Chief Executive Officer
Working with	Senior Leadership Team / Heads of Acting, Dance and Musical Theatre
Hours per week	37.5
Holiday entitlement	28 days
Salary	Up to £30,000

Introduction

MGA is about to enter a very exciting stage in its history. In September 2023 the academy will be developing and enhancing its range and areas of educational provision, including, for the first time, MA programmes and possible campus relocation.

MGA has great ambitions and aims to be one of the UK's most dynamic training and education centres for the performing arts. As well as the development and enhancement of its campus and buildings, MGA is also developing its international partnership, particularly with the USA. MGA aims to be the only UK performing arts higher education institution with both UK validation and US accreditation.

The role

Financial Controller responsibilities include maintaining the Finance system, Xero, to ensure all transactions are recorded for income and expenditure in a timely manner. To produce ad hoc reports as required by senior members of the team. Ensure that key control accounts in the Trial Balance are reconciled to enable the External Accountants to produce Monthly Reporting. Credit and Debtor control. Liaison with students and/or their guardians regarding fee payments.

Job description

- Enter Supplier/Freelance invoices, reconcile and identify discrepancies
- Supplier Payment Reconciliation collated, passed to Management for authorisation and paid on agreed dates for Supplier/Freelance invoices. Email Remittances.
- Enter Sales Invoices in a timely manner and allocate payments received
- Credit Control
- Bank Reconciliation
- Update Cash Flow
- Monthly Payroll of Full-time Employees, email Wage Slips, ensure returns to HMRC are made within the agreed timescales
- NEST Pension submission and administration
- PAYE calculations and submissions within agree timescales
- Close of Payroll at year-end including reconciliation of statutory payments
- VAT Returns to be submitted within agreed timescales

FINANCIAL CONTROLLER – CONTINUED

- Credit Card Reconciliations
- Monthly Expenses to be reconciled and paid within agreed timescales
- Liaise with external accountants and ensure all above processes completed within agreed deadlines to produce monthly management accounts
- Assist with year-end and audit
- Ad hoc duties and projects as required

Person specification

Criteria	Essential (E) or Desirable (D)	Where Demonstrated
HND or BA/BSc in Business/Finance or related area	D	Letter of Application
Prior successful experience in an accounting/finance role	E	Letter of Application
Evidence of the ability to manage data and operate in an analytical and structured manner	E	Letter of Application / Interview
Competent in the use of Xero or similar finance software	E	Letter of Application / Interview
Excellent communication skills (staff/students/guests/external businesses)	E	Letter of Application / Interview
Strong IT skills	E	Letter of Application / Interview
Advanced organisational skill with the ability to prioritise and manage workload efficiently and effectively	E	Letter of Application / Interview
Ability to work independently	E	Letter of Application / Interview
Strong team working skills	E	Letter of Application / Interview

HOW TO APPLY

There is no application form for this post. To apply please send an up-to-date CV and a covering letter. Within the covering letter please respond to both the job description and person specification. Please include the names and contact details of two referees, one of whom should be your most recent employer.

Applications will only be accepted by email.
Please send to recruitment@themgaacademy.com

The closing date is Friday 2nd September at 4:00pm

If you require clarification on any points please email the above address.

The above statements describe the general nature and level of work only. The statements do not represent an exhaustive list of required responsibilities and skills. Other duties may be added or this job description may be amended at any time. This job description does not alter an employee's at-will employment status or create an employment agreement or contract, implied or otherwise.

The MGA Academy of Performing Arts is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation ("protected characteristics") or other unjustifiable factor. (Equality Act 2010).



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