

The image shows the exterior of the Pitlochry Festival Theatre. The building is a long, single-story structure with a light-colored facade. Large, illuminated, sans-serif letters spell out "Pitlochry Festival Theatre" across the top. Below the signage is a wide glass entrance with multiple doors. The interior is visible through the glass, showing a wheelchair and some posters. In front of the building is a paved courtyard with two long wooden benches. To the left, there are green bushes and a small tree. The sky is blue with scattered white clouds. In the background, there are green hills and a fence.

# Pitlochry Festival Theatre

Appointment of a Financial Controller May 2024

# A Warm Welcome to the Pitlochry Festival Theatre

Thank you for considering the role of Financial Controller at Pitlochry Festival Theatre.

Pitlochry Festival Theatre is Scotland's largest building-based producing theatre company. It is a haven for artists, set in breath-taking Highland Perthshire surroundings. The range and scale of work we create here – in the only fully end-to-end production facility of its kind in Scotland, and delivered through an entrepreneurial business model – ensures that we play a unique role in the nation's theatre sector.

It's an exciting time to be joining the Theatre in this newly created role. As well as continuing to produce exceptional work and investing further in Scotland's creative talent, we are also midway through a major capital development programme which will see us reduce our carbon footprint, improve accessibility, and ensure the long-term financial sustainability of the Theatre.

We are more than a venue; we're a community, a creative hub, and a home for transformative experiences. This is an incredibly exciting time for the Theatre as we continue to develop our programmes and physical home, and control of

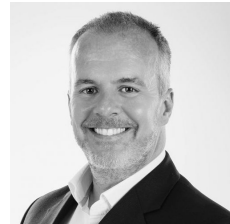
our finances has never been more crucial. As part of a small core finance team, you will be responsible for bringing clarity to a complex business model and support the team in our mission to create life-changing experiences through the arts.

The newly created Financial Controller role is crucial to that long-term success and we thank you for your interest in the position. If you would like to learn more about us as an organisation and the opportunity itself, please do not hesitate to speak with our retained advisor, Ivan McGeorge of McGeorge Appointments Ltd. Ivan would be delighted to engage with you on a formal/informal basis – in complete confidence and without obligation.

We look forward to meeting you in Pitlochry soon.

With best wishes,

**Dougie Cameron**  
**Director of Finance & Operations**  
**May 2024**



**Appointment of a  
Financial Controller  
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## Appointment of a Financial Controller May 2024

### The Opportunity

Reporting to the Director of Finance and Operations, the Financial Controller will have day to day responsibility for a small finance team whilst enjoying regular interaction with the CEO, the Artistic Director, the Finance Committee and the Board of Trustees.

As Financial Controller, your primary responsibility will be to provide timeous, regular and high quality financial and management information for the Board to support the decision making process of the Senior Leadership Team. Specifically, your duties will include but not be limited to:

- Production and review of monthly management accounts with detailed commentary and analysis – paying particular attention to key drivers of business performance
- Support the external audit process and the preparation of financial accounts
- Preparation of finance papers for the Board of Trustees and the Audit Committee
- Weekly cashflow forecasting
- Support the Director of Finance with a wide variety of strategic and commercial activities as well as the production of budgets, forecasts and re-forecasts
- Prepare quarterly Board Packs
- Capital Project accounting
- Leadership, management and development of the transactional finance team
- Regular liaison with external stakeholders such as bankers and professional advisors

The role is offered on a full-time basis of 35 hours per week, ideally with 2-3 days per week being office based.

The post comes with an attractive salary, 29 days holidays and a number of other benefits.

## The Ideal Candidate

In order to be successful, it is anticipated that you will be a fully qualified accountant with post-qualified experience gained in a constantly evolving, cash-focussed organisation. Applications are welcomed from candidates with experience of working in an arts/creative environment, but we equally welcome interest from candidates from all professional backgrounds, e.g. firms of chartered accountants or other professional service practitioners, local government / charitable / not-for-profit organisations or of course mainstream private sector businesses.

Regardless of background, you will have a keen eye for detail and be able to offer commercial insight and analysis to support the decision making process. Crucial to your success will be your ability to solve problems and demonstrate initiative whilst influencing a wide and varied stakeholder base. These will include but not be limited to others in the finance function, internal and external production and creative teams, external advisors, the Artistic Director, the CEO and the Board. Experience of Xero accounting software would be particularly attractive.



## The Next Steps and the Recruitment Process

In the first instance, all enquiries (both formal and informal) should be directed to our retained advisor, Ivan McGeorge of McGeorge Appointments Ltd. He can be reached directly on 07557 552 561 or via email: [ivan@mcgeorge-appointments.com](mailto:ivan@mcgeorge-appointments.com). Please note that all direct and third party applications will be sent to Ivan for review.

The interview process will be a two stage process. The first stage will be led by the Director of Finance & Operations, Dougie Cameron, and the

Artistic Director, Elizabeth Newman. This will be a standard CV-biographical and competency based interview. The second stage will involve a meeting with the CEO and a Board member.

*We are an equal opportunities employer, and we welcome applications from everyone regardless of race, sex, disability, age, sexual orientation, or religious beliefs.*

Thank you again for your interest in the Pitlochry Festival Theatre and we look forward to receiving your application shortly.





PITLOCHRY  
FESTIVAL  
THEATRE

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