



# Job Description

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## Finance Director: The Path Entertainment Group



### Who we are:

The Path Entertainment Group is dedicated to creating world-class experiences. We will achieve this by: Bringing first class live experience makers with world class renowned brands and IP to create dynamic and enthralling location-based entertainment. The Path Entertainment Group has a strong desire to disrupt and find strong audience base for popular culture led experiences. We are a company with people and rich skills in producing, creative development, venue and space management and design, marketing, press and comms all under one roof. UK made – internationally focused, catering for the worldwide market. We are not an immersive production house, nor tied to the linear rules of promenade or walk-through theatre. The primary aspect of our experiences that bands them together is they are always participatory, based on existing characters or trademarks and have gameplay built into the fabric of the experience, materially affecting the narrative through line and conclusion for the participant.



<b>Job Title:</b>	<b>Director of Finance</b>
<b>Responsible to:</b>	<b>Operations Director</b>
<b>Place of Work:</b>	Based in office in Deptford, London
<b>Salary:</b>	£60K - £65K, depending on experience
<b>Hours of Work:</b>	40 hours a week, including some evening and weekends as needed
<b>Contract:</b>	Full-time
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	6 months
<b>Start Date:</b>	As soon as possible

## Overview

The Finance Director is a pivotal role in developing the business as it inevitably grows with the exponentially expanding portfolio of new productions and international opportunities.

The Finance Director will need to be highly experienced and self-sufficient to ensure smooth and efficient financial operations of a growing company with a reasonably small team. The Finance Director will work strategically and focus on the larger financial business needs for *The Path Entertainment Group*.

The Finance Director will need to confidently handle the multi-faceted function of the business, and execute all elements in a timely, accurate and reliable manner, delegating and managing the workload for themselves and the team.

This is an extremely exciting role for an experienced Finance Director to join the company at its launch and be a key part of the company's future growth and achievement. Working in amalgamation with the Operations Director and CEO, the Finance Director will be empowered to significantly contribute to further personal and company success.

## Key Responsibilities

The following section is intended to list the key competencies and responsibilities of the role, but is not intended to be exhaustive. It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the CEO.



The Finance Director will be responsible for all financial functions within The Path Entertainment Group, such as management accounts, annual accounts, project budgets, and reports, enabling the CEO to develop and grow the company. The Finance Director will report regularly to the Operations Director and CEO on the financial position of the company and its individual productions and projects.

Given that The Path Entertainment Group is a reasonably new company, the Finance Director will be expected to accurately collate and store financial information and data, in order to provide analysis and forecasts or trends and growth.

The Finance Director will develop, maintain and improve financial procedures and good governance to provide ongoing visibility, profitability and to ensure robust financial controls are in place, for a secure financial future.

The Finance Director will be responsible for the preparation of management and annual accounts, business analysis and management report information, contributing financial information to business plans and proposals – maintaining close links and a strong working relationship with the Operations Director and Development Producer to ensure appropriate and timely provision of management information and close management of individual budgets.

The Finance Director will ideally be a qualified accountant, or have an appropriate accountancy qualification. However, we would welcome applications from those who have significant experience in this area – most importantly is attention to detail, a keen commercial sense and a solid understanding and interest of theatre / arts / live entertainment / hospitality.

## Finance

- Manage effective accounting and bookkeeping systems and procedures.
- Prepare monthly cash flow and management reports, to actively monitor and understand budget variances.
- Manage bank account reconciliations, transactions and VAT reconciliations.
- Develop, maintain and monitor internal financial control processes and systems, providing on-going visibility and profitability.
- Establish and maintain financial records of income and expenditure across all budgets.
- Alongside the Operations Director, advise on production budgets drawing specifically on historical spend and data to ensure accurate budgeting, to collaboratively ensure project feasibility, set up, launch and running of key business productions.
- Prepare documents and schedules for annual accounts liaising with accountants.
- Contribute financial information to business plans and proposals.
- Manage relationships and negotiations with our bank.
- Work with our producers on establishing and managing royalties, pools, recoupments, investments and distributions.
- Communicate with stakeholders on finance and business development matters.
- Provide commercial awareness of activities within the arts and entertainment sector, and support & develop new financial models.



## Reporting & Governance

- Provide monthly reporting on production accounts, including profit and loss as well as project income, and ensure the Operations Director is appraised accordingly.
- Prepare updates on Financial Quarters for Board Members and circulate in a timely manner.
- Attend board meetings to lead on financial matters.
- Prepare Risk Assessments on key quarterly finance results and affect change accordingly.
- Provide financial reports for investors.
- Work with the Operations Director to proactively mitigate financial and legal risks to the company.
- Work with the Operations Director to analyse and develop narrative around business growth, trajectory and market share as part of regular reporting to Directors.
- Liaise with HMRC as and when needed.
- Ensure all financial activity is in material compliance with all legislation, regulations, and *The Path Entertainment Group's* policies.
- Work with the Operations Director to maintain and develop policies and procedures that encompass finance and accounting, such as procurement, HR, and GDPR, and ensure staff are fully appraised of their responsibilities in adhering to them.

## General

- To attend Company events, previews, press nights and performances as required.
- To be an enthusiastic advocate of The Path Entertainment Group and present the company at production events and conference, nationally and internationally.
- Develop and maintain relationships with key suppliers, investors and stakeholders.
- Be willing to undertake necessary training or development.

## Person Specification

### Experience

#### *Essential*

- Proven experience in a similar financial management role, with concrete understanding of accounting processes and procedures.
- A qualification of suitable standing from one of the following chartered accountancy bodies: ACCA, CIMA, CIPFA, ICAEW, ICAI, ICAS or significant and demonstrable experience in a similar role.
- Experience of operational business planning and contributing financial plans/forecasts for fundraising and business proposals.
- Experience with royalties, pools, recoupments, investments and distributions.



- Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.
- Have experience of working with accounting software such as QuickBooks and Sage50 Accounts, and the ability and enthusiasm to learn or implement new software and systems.
- Strong practical knowledge of Microsoft Office, particularly Excel.
- Understanding of VAT rules and experience of liaising with HMRC.
- Proven ability to analyse budgets, forecasting and reconciliations.
- Experience of producing management reports and annual reports.
- Experience of producing board papers.
- Exceptional attention to detail, with excellent organisational and time management skills.
- Strong ability to work well under pressure and critical decision-making.
- Excellent verbal and written communication skills, with high integrity and openness combined with commitment to good governance.
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.
- Self-motivated with the ability to work effectively independently and as part of team.
- Passionate / interested about theatrical, live and immersive experiences.

### **Equal Opportunities**

The Path Entertainment Group will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the engagement of personnel.

### **How to apply**

Please send your CV and covering letter to [jobs@pathents.com](mailto:jobs@pathents.com). Please make sure you include the job position in the subject. The deadline for this position is 27<sup>th</sup> November 2021.