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JOB DESCRIPTION

Job Title: Director of Finance and Operations
Salary: c£55,000 per annum depending on experience
Status: Full-time, permanent contract
Pension: Access to CMI Workplace Pension Scheme

Start Date Preferred: July 2019

Direct Reports: Head of Finance, Head of Cinema Operations, Edinburgh, Head of Cinema Operations, Aberdeen, Head of IT, Head of HR, Head of Technical, Head of Filmhouse Café Bar

Reports to: Chief Executive

Centre for the Moving Image

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people's lives – through the watching, making and understanding of film.

The CMI has undergone significant change and growth since it was established from the merger of Filmhouse and Edinburgh International Film Festival seven years ago in 2010. This has seen its turnover increase by 100%, its reach becoming genuinely national, and its influence being felt both directly and indirectly through the range of sectoral partnerships it is involved in.

The CMI currently incorporates Scotland's leading independent cinema, Filmhouse, the world's longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the Belmont Filmhouse in Aberdeen.

The CMI is working in partnership with Hopscotch and Digicult in delivering the Scottish Film Talent Network, is a founding member of the Edinburgh Cultural Venues Group, a founding member of Festivals Edinburgh, and a founding member of Culture Aberdeen.

Purpose of role

Reporting to the CEO, this is a wide-ranging, senior role in the organisation, embracing two distinct areas: Governance and Finance, and Business Systems and Operations (including Commercial Trading).

The DFO will ensure effective legal, financial and regulatory compliance of all aspects of the business and support the effective operation of the Board and Audit and Risk Committee.



The DFO will lead the effective development, management and implementation of the CMI's business operations, including Finance, HR, Technical, IT, Health and Safety, General Administration, Box Office and Front of House, Building and Office Management, Commercial Trading (including the Filmhouse Café Bar), Project Management, Contracts Management and Monitoring, Reporting and Evaluation.

The CMI has major ambitions to develop in the coming years and the DFO will play a critical part in delivering against those ambitions – including the physical development of a reimagined Filmhouse.

Each member of staff has an individual and collective responsibility to promote the values, vision and aims and objectives of the Centre for the Moving Image.

Responsibilities

Working with the CEO and other members of the senior team:

Governance and Finance

1. To ensure effective legal, financial and regulatory compliance of all aspects of the business
2. To support the effective operation of the Board and Audit and Risk Committee
3. To manage the annual audit process, producing and maintaining the Risk Register, Disaster Recovery Plan, Reserves Policy.
4. To ensure highest levels of financial management
5. To ensure corporate understanding and buy-in to organisational values
6. To ensure the highest levels of corporate governance, including skills, knowledge and experience, within the board

Business Systems and Operations

7. To ensure that business systems are robust, documented and properly resourced
8. To ensure that the staffing structure, skills, experience and attitude is appropriate to deliver strategy and business needs and that the remuneration and reward structures are competitive
9. To develop a sustainable business model for the whole business
10. To support securing appropriate levels of income, investment and funds to support the ambitions of the company
11. To diagnose issues to determine if they are minor or major; being able to make organisational change while gaining the respect and commitment of the team.
12. To combine an understanding of the organisational strategy while being on top of the day to day details to ensure objectives are achieved.
13. To ensure that the premises and facilities are of the highest standards for customers and staff
14. To position the CMI as the most progressive cultural organisation in Scotland
15. Contribute to ensuring that CMI databases are maintained and kept up to date

Environmental Sustainability

16. It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:
 - recycling;
 - switching off lights, computers, monitors and equipment when not in use;

- helping to reduce paper waste by minimising printing/copying and reducing water usage;
 - reporting faults and heating/cooling concerns promptly; and
 - minimising carbon footprint when travelling.
17. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Person Specification

Skills & Experience Specific to this Role

- Relevant accountancy qualification, with charity finance experience preferred
- Significant experience of corporate governance and financial management within a charitable organisation
- Thorough understanding and experience of Companies House and OSCR reporting requirements
- Experience of scenario planning, business modelling and business planning, and budgeting and forecasting
- Ability to appreciate and value talent
- Ability to adapt to the environment in which they find themselves
- Proven business acumen
- Ability to manage a wide set of responsibilities within a complex work environment
- Understanding of contracting
- Strong critical and analytical skills
- Strong people management and leadership skills
- IT literacy, including the use of standard Microsoft Office applications (Word, Excel, Outlook), databases, and also preferably, the use of relevant business accounting software package (e.g. Sage Line 50)

Competencies

Organisational Leadership

- Strategic thinking, taking the longer term into consideration and developing broad scale objectives
- Engages others and harnesses their energies
- Models the vision and values of the CMI
- Facilitates organisational learning

Managing Work

- Quickly determines tasks and resources
- Schedules work
- Develops time lines
- Co-ordinates resources
- Ensure effective completion of work through use of own and others' time

Change Management

- Challenges assumptions
- Recognises organisational opportunities

- Thinks expansively
- Encourages and rewards innovation
- Adaptable

Valuing Diversity

- Actively values others contributions and treats people fairly
- Creates an environment that appreciates diversity
- Challenges unfair behaviours and practices both internal and external

Decision Making

- Makes effective decisions which balance the varying demands of interested bodies and cost management
- Understands risk/opportunity balance
- Develops and considers alternative solutions

Teamwork

- Actively collaborates through communicating fully and openly, while showing respect for others
- Balances all needs
- Facilitates goal accomplishment
- Ensures necessary team support and infrastructure in place

Equal Opportunities Policy Statement

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

The CMI Values

At the CMI we are proud to work as a team and have developed a set of company values. They were established in 2017 and we are working to fully integrate them into our business and ensure that underpin everything we do, and tell you about how we work at the CMI:

- we are **inclusive**
 - We are open, accessible, and respectful
 - We believe in diversity and are committed to equality
 - We believe in working collaboratively with individuals and organisations in making a positive difference
 - We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
- we are **inspiring**
 - We are focused on artistic quality and excellence
 - We believe in the power of film to change lives
 - We are confident, positive and a leader
- we are **innovative**
 - We are bold, creative and passionate
 - We are inquisitive, challenging and risk taking
 - We believe in understanding the present and shaping the future
- we have **integrity**
 - We are professional, accountable and transparent
 - We are authentic, engaging and honest
 - We believe in independence of voice and genuine choice for audiences
 - We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society