



Job Title	Finance Manager		
Team	Corporate Services	Terms of Engagement	Individual Employment Agreement. Permanent, full time
Reports To	Corporate Services Director/CFO	Hours of Work	40 hours per week
Date	November 2018	Tier	3

Purpose of the Role	To prepare regular and requested accounting and management information and manage the payroll and accounts' payable and receivable processes
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The Court	<p>Hidden in Christchurch's suburb of Addington is New Zealand's largest theatre company. In its post-earthquake refuge "The Shed" - an old grain shed - is a magical world of happiness, laughter, drama and intrigue. Inside the walls of "The Shed" is a diverse and dynamic company of 60 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 150,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p> <p>The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch's growing Pasifika communities. We have a strong education programme and we support new writing for theatre.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
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Our Vision & Values	<p>Our Vision is to provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p>What we value: We are a theatre company. We are a creative whanau. We create work that celebrates and questions our humanity. We are united and innovative.</p> <p>Courageous We are a company that works fiercely and bravely knowing that creative reward requires risk. We are not afraid to push into the unknown.</p>
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The Court Theatre
PO Box 268
Christchurch 8140
New Zealand
Email: admin@courttheatre.org.nz
www.courttheatre.org.nz



	<p>Dedicated We are a company that is dedicated to serving the show, knowing that this is the best way to serve our audience.</p> <p>Playful We are a company that finds joy in the work it makes, in working with each other and in affecting our audiences. We know we are at our best when we are playful.</p> <p>Leaders We are a company that is comfortable with the leadership role it plays, as a tastemaker, as a nurturing force and as a totara in the national industry.</p>
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Key Responsibilities
<ul style="list-style-type: none">• Prepare monthly and annual accounting statements and reports as required by management and company law• Day-to-day management of bank accounts including monitoring of term deposits and cashflow requirements and assisting the Business Manager with bank relationships as required.• Payroll management and understanding of payroll statutory requirements and management of payroll processes.• Preparation, filing and payment as required of accurate GST, PAYE, NRWT and other tax, statutory and statistical returns.• Management of accounts payable and accounts receivable processes, including generation of invoices and prompt payment of suppliers.• Review and processing of expense claims and reimbursements.• Calculation of royalties based on show contracts.• Assign and manage work performed by accounts support staff• Assist with the analysis and improvement of internal processes, including internal control processes.• Assist with the specification of and implementation of new systems and in other accounting activities as required.• Any other duties as requested by the Director of Corporate Services and CFO, and/or Chief Executive or her nominee.

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Core Competencies	
Leading and deciding	<ul style="list-style-type: none"> • Making decisions • Taking responsibility • Acting with confidence • Acting on own initiative
Analysing and Interpreting	<ul style="list-style-type: none"> • Analysing and evaluating information • Testing assumptions and investigating • Producing solutions • Making judgements • Demonstrating system thinking
Organising and executing	<ul style="list-style-type: none"> • Setting objectives • Planning • Managing time • Managing resources • Monitoring progress
Adapting and coping	<ul style="list-style-type: none"> • Coping with pressure • Showing emotional self-control • Balancing work and personal life • Maintaining and positive outlook • Handling criticism

Key skills and expertise
<ul style="list-style-type: none"> • Demonstrated accounting and finance experience • Relevant tertiary qualification (minimum - NZQF Level 6) • Excellent communication skills, both written and verbal. • Sound knowledge of accountancy, including systems, methodologies, techniques and technology • Sound organisational, analytical and problem-solving skills • Understanding and previous experience of working with Xero. • Payroll management

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