

TYNESIDE

CINEMA

FINANCE MANAGER

Tyneside Cinema is seeking to appoint a Finance Manager to support the delivery of high quality financial management and play a role in helping to shape the future of the organisation.



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ABOUT THE ROLE

This is an exciting opportunity to join one of the UK's leading independent cinemas and cultural charities at a pivotal point in our journey. Reporting to the Chief Finance Officer (CFO), you'll work together to deliver high quality financial management, provide insight to support decision making and help shape the future of the organisation. You'll also lead and develop our Finance Assistant, playing an important role in building a collaborative, high performing finance team.

This is much more than a traditional finance role. You'll have the opportunity to add real value across the organisation by partnering with colleagues, improving financial processes and helping to ensure that every pound we spend supports our charitable mission. We're looking for someone who is curious, proactive and keen to embrace new ways of working, including using technology and AI tools to improve efficiency and enhance financial reporting.

As the organisation grows, so too can this role. We're committed to investing in your development, providing opportunities to broaden your experience, take on greater responsibility and progress your career over the coming years.

Opportunities to combine a finance career with a passion for film and culture are rare, particularly in the North East. If you're looking for a role where your work will make a genuine difference while developing your career in a unique and inspiring organisation, we'd love to hear from you.



ABOUT US

Tyneside Cinema is the North East's leading independent cinema and digital arts venue located in the heart of Newcastle upon Tyne where it provides a welcoming space for people from all walks of life to come together. Our venue offers four screens, displaying a vast programme of films from all over the world; an award-winning learning programme which creates space for young people and adults to develop their skills and gives artists space to practice their craft; and three public bar, dining and café spaces which offer a place for film and food lovers to socialise.

Tyneside Cinema is a community, with film at the heart of everything we do. We believe in the power of film to facilitate empathy; as a way to challenge and transport us through the stories of lives we haven't led, into places we've never been. In the setting of our beautiful 1930's newsreel theatre, we hope to create a space that reflects this potential in film to engage and relate new ideas, experiences and stories.



KEY RESPONSIBILITIES

- Prepare monthly management accounts and supporting analysis.
- Support cash flow forecasting, budgeting and financial planning.
- Work with budget holders to monitor financial performance.
- Play a key role in maintaining the organisation's governance (financial and operational) framework, ensuring policies, records, controls and documentation are maintained to the highest standard and support effective decision making.
- Lead grant and restricted fund accounting, including reconciliations and funder reporting.
- Prepare VAT returns and maintain balance sheet reconciliations.
- Support the annual audit and preparation of Board and Committee financial reports.
- Line manage and develop the Finance Assistant.
- Continuously review finance processes and identify opportunities to improve efficiency, controls and reporting, including making effective use of emerging technologies and AI tools where appropriate.
- Providing support to the CFO, as reasonably requested.

WORKING HOURS & SALARY

- Reports To: Chief Financial Officer
- Hours of Work: Full-time, 37.5 hours per week , but can be flexible for the right candidate
- Salary: Starting from £35,000, depending on experience
- Location: Mainly office based at Tyneside Cinema, but hybrid can be considered



SKILLS & EXPERIENCE

Essential

- 3+ years experience in finance role, qualified (ACA, ACCA or CIMA), or nearing qualification.
- Strong understanding of accounting principles and financial controls.
- Experience preparing management accounts or assisting with month-end processes.
- Excellent analytical and problem solving skills.
- Strong Excel and financial systems skills.
- Excellent organisational skills and attention to detail.
- Confident communicator with the ability to build positive working relationships across the organisation.
- A proactive approach with a willingness to learn and develop themselves and others.
- A continuous improvement mindset, with enthusiasm for simplifying processes and improving the efficiency of the finance function.

Desirable

- Experience within a charity, not for profit or SME environment.
- Knowledge of charity accounting or restricted fund accounting.
- Experience of Sage 50 or similar finance systems.
- Previous experience supervising or mentoring colleagues.
- An interest in emerging technologies, including AI, and a willingness to explore how they can be used responsibly to improve finance processes, reporting and decision making.

TYNESIDE CINEMA VALUES

COMMUNITY

- We put our guests and the communities we serve at the heart of what we do, take ownership for their needs and are accountable for delivering a friendly, respectful and professional offer.

CREATIVITY

- We show care in what we do, and how we do it, demonstrate loyalty and commitment to help and support one another and foster a sense of belonging for our staff and community. We work cooperatively and communicate effectively, respecting one another's views and making our work environment professional and supportive.

CARE

- We encourage an environment of peer-to-peer learning and development and commit to creating a space where the unheard can feel heard and the excluded can be included. We embrace our identity as an independent arts and culture venue to foster unique collaboration, understanding and warm, creative community spaces. We drive creative approaches to our work, being disruptive and transgressive in the face of assumptions and embracing feedback and challenge with openness and empathy.

TYNESIDE CINEMA CULTURAL MISSION

We are here to listen, learn and entertain people through the art of film.





EMPLOYEE BENEFITS

We want to support your love for film and enable you to experience our amazing food and beverage venues.

Cinema

- Unlimited free tickets for personal use
- 12 additional complimentary tickets every 3 months for your friends/family

Hospitality

- Discounted food and soft drinks from the Bar Café and Vicolo

Additional Benefits

- 33 days holiday per year inclusive of bank holidays.
- Enhanced company sick pay upon successful completion of probationary period.
- Access to an employee assistance programme.
- Discounts through Reward Gateway.
- Free eye tests and flu vaccinations for all employees.
- Access to cycle to work scheme.





APPLICATIONS

To Apply

Please email :

- a CV to joinus@tynesidecinema.co.uk
- Complete the following application form: [Finance Manager Application Form](#)

Deadline for applications: Monday 17th August at 5:00pm

Applications may close earlier depending on volume of applicants

Tyneside Cinema's goal is to promote a diverse and inclusive workplace and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds.

We are an equal opportunities employer, hiring on merit and our business need. We encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability.

We have also recently partnered with [Suitability](#) and [Smart Works](#) who can provide business attire free of charge to wear to your interview if needed.

If you require any reasonable adjustments in our recruitment process, please let us know.