



## Head of Finance & Compliance

Pavilion Theatre is seeking applications to join our team in the following senior leadership position:

Job title	Head of Finance & Compliance
Reporting to	Executive Director
Responsible for	The financial stewardship, regulatory adherence, and operational compliance of Pavilion Theatre
Location	Pavilion Theatre, Marine Road, Dún Laoghaire, Co. Dublin
Terms	Full time, permanent contract

### About Pavilion Theatre

Located in the picturesque seaside town of Dún Laoghaire since 2000, Pavilion Theatre has established itself as a cultural hive of activity for thousands of visitors each year. Serving a 324-seat theatre, our dedicated and hardworking team of 7 full-time and several dedicated and valuable part-time staff, supported by a team of dynamic volunteers, make every effort to ensure a high standard of art and culture is presented to our audiences. This includes the very best Irish and international work across theatre, cinema, literary, dance, comedy and music. A hub of culture for the Dún Laoghaire area since 1903, Pavilion Theatre reflects on the successes of the past with the aim of continually improving its service and dedication to the arts, artists, and to each and every visitor that walks through its doors.

### Job Purpose

We're seeking an experienced leader with financial, accounting, compliance, and commercial acumen to lead and be responsible for the financial stewardship, regulatory adherence, and operational compliance of Pavilion Theatre. This senior leadership role will ensure financial sustainability, effective governance, and risk management while supporting the organisation's artistic and strategic objectives in a positive working environment.

### Key Responsibilities

The HFC will oversee all financial and compliance aspects of the organisation, including developing and managing the organisation's financial strategy and planning. Liaising with auditors, funders, and regulatory bodies on financial matters, they will proactively promote a culture of safety, stability, accountability, transparency, and prudent risk management.

#### Financial Management

- Lead the Pavilion Theatre financial strategy/organisational budget, planning, and reporting to ensure financial sustainability.
- Prepare annual budgets, forecasts, and financial models in collaboration with senior leadership.
- Oversee financial controls and systems, accounting policies, and procedures to ensure compliance with best practices.
- Manage cash flow, reserves, and investment strategies in alignment with the organisation's goals.
- Cooperate with the external auditors to ensure timely and accurate preparation of management

- accounts, financial statements, and reports for the Board.
- Oversee payroll, taxation, grant management, and funding applications.
- Co-ordination of all grant applications, in collaboration with the Executive Director and wider team.
- Develop new income opportunities and funding streams for the Theatre.
- Oversight of the finance IT system with the support of the Finance Manager and Technical Director.
- Ensure, in collaboration with team members, that financial systems work efficiently and effectively.

## Compliance & Governance

- Ensure adherence to all statutory and regulatory requirements, including charity governance, financial regulations, and employment law.
- Maintain robust internal control systems to mitigate risks and ensure operational integrity.
- Oversee data protection, procurement, and contract management.
- Liaise with the Theatre's solicitor regarding the renewal of all theatre and other licences
- Provide governance support to the Board, including financial reporting and risk assessment co-ordination of board papers and minutes of Board and sub-committee meetings.
- Manage all aspects of insurance provision for the organisation including annual renewal, and ensure sufficient cover is evidenced by all incoming parties.
- Monitor adherence to health & safety, environmental, and accessibility regulations.

## HR Administration

- Act as the key liaison with external HR Advisory service (augmented).
- Support recruitment, induction, and professional development initiatives.
- Ensure effective performance management processes and systems are in place.
- Manage employee register and HR records, holiday management, TOIL and staff benefits systems.

## Leadership & Team Management

- Provide strategic leadership to the Finance Manager and General Manager, ensuring their functions align with organisational priorities.
- Foster a high-performance culture with strong financial and operational accountability.
- Work collaboratively with the wider team to support financial literacy and compliance awareness across departments.

## Stakeholder Engagement

- Act as the primary point of contact for financial and compliance matters with key stakeholders, including funders, auditors, and regulatory authorities.
- Create development initiatives through financial planning and grant opportunities.
- Ensure clear and effective communication of financial performance to the Board and senior management team.



## Person Specification

### Essential

- Qualified accountant (with significant post-qualification experience).
- Proven experience in a senior finance role.
- Deep knowledge of financial management, compliance, and risk governance.
- Experience managing audits, grant funding, and public sector reporting requirements.
- Excellent leadership and team management skills.
- Strong analytical, strategic thinking, and problem-solving abilities.
- Excellent communication and stakeholder engagement skills.

### Desirable

- Experience in the arts, entertainment, or cultural sector is desirable but not essential.

- Familiarity with public funding and regulatory frameworks in Ireland.
- Understanding of charity governance and compliance best practices.

## Terms & Conditions

- Salary: Competitive, commensurate with experience.
- Working hours: A full-time position, 5 days per week.
- Location: Pavilion Theatre, Dún Laoghaire. Hybrid working arrangements considered.
- Professional development opportunities available.

## Application process

Interested candidates should submit a CV and cover letter outlining their suitability for the role by email only to [hugh@paviliontheatre.ie](mailto:hugh@paviliontheatre.ie) by Tuesday 18 March at 5pm. Include "Head of Finance & Compliance" in the subject line.

Pavilion Theatre is an Equal Opportunities Employer.

No correspondence can be entered into during the process of application or selection. This job description reflects the core duties and responsibilities of the post when advertised. As the theatre develops, there will inevitably be some changes to duties and responsibilities. We expect the successful applicant will recognise this and will adopt a flexible approach to work, which may include undertaking additional training. Pavilion Theatre is a Company Limited by Guarantee and a Charity which is governed by a Board of Directors / Trustees.