



DELFONT
MACKINTOSH
THEATRES

Delfont Mackintosh Theatres

Chief Financial Officer



About

Established over 35 years ago, Defont Mackintosh Theatres Ltd (DMT), a subsidiary of Cameron Mackintosh Ltd (CML), is wholly owned by Sir Cameron Mackintosh. The directors of DMT are Cameron Mackintosh (Chairman), William Village (Chief Executive) and Alan Finch.

DMT owns (as six freeholds and two long leases) and operates eight of the most prestigious theatres in London's West End: the Prince Edward, Prince of Wales, Novello, Gielgud, Sondheim, Noël Coward, Wyndham's and Victoria Palace. The theatres are home to the world famous long-running musicals *Les Misérables*, *Hamilton*, *Mamma Mia!* and *The Book of Mormon* alongside hosting fixed runs of the very best of British and international theatre.

Our goal is to offer audiences, artists and producers an unparalleled theatrical experience and, through the refurbishment and conservation of our theatres, to provide an outstanding legacy for generations of theatregoers to come.



About

A large private single-shareholder company, DMT is a highly successful and profitable business with a longstanding reputation as a truly first-class theatre operator. To achieve this, we: partner with world-class theatrical producers to showcase outstanding musicals and plays; engage, train, develop, empower and invest in the best staff; provide exceptional service and best value to audiences, producers and artists; refurbish, innovate, conserve and maintain our theatres to the highest possible standards; and have reputation, entertainment, service and commerciality at the forefront of everything that we do.

We employ approximately 800 people. To recruit and retain the best staff, we are determined to create an environment in which all our colleagues are able to flourish and thrive; where everyone feels respected, valued, supported and rewarded; and where every individual, whatever their background, may reach their full potential and contribute meaningfully to our success.

Since taking ownership in 1991, Cameron has masterminded and curated a programme of major restoration, refurbishment and ongoing maintenance throughout his eight West End theatres, investing a total of approximately £230 million. During this time, each theatre has benefited from significant capital spend alongside annual repairs and maintenance. Of particular note, the auditoria and public spaces of four of the theatres (Prince Edward, Prince of Wales, Sondheim and Victoria Palace) have been completely re-constructed, honouring and reinstating the intentions of the original architects as much as possible. These works, and their ongoing conservation to the highest possible standards are testament to Cameron's passion for the guardianship of his theatres.





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Saxton Bampfylde



The Role

Reporting to the Chief Executive, the Chief Financial Officer (CFO) is a key member of DMT's senior management team. The Financial Controller, Head of Financial Planning and Analysis and Head of Technology report to the CFO whose division currently includes a further ten finance staff and four IT staff, together with outsourced IT support functions.

The CFO at DMT is a broad and hands-on role: leading all aspects of the finance division; overseeing the information technology department; supervising all data security and protection matters across the company; maintaining detailed financial oversight of all capital and maintenance building projects; keeping a close eye on the work of all divisions to ensure budgets are adhered to and activities are commercially astute and legally compliant; and providing financial analysis and general business support as required.

The CFO maintains a close working relationship with their counterpart at our parent company, CML, providing financial information and analysis as required and liaising on groupwide financial matters.

- This is a full-time position.
- The location of the role is Mackintosh House, 39-45 Shaftesbury Avenue, London W1D 6LA and it is expected that the CFO is present in the office during normal office hours.
- A competitive remuneration package will be offered to the successful candidate.
- Full terms and conditions will be confirmed with the successful candidate.



Characteristics

The successful candidate will demonstrate:

- ACA/ACCA/CIMA or equivalent qualification with detailed competence across all areas of finance, tax, treasury management and governance in a large private single-shareholder business;
- Strategic financial leadership track record with sound judgement, commercial acumen and instinct and significant experience managing a large, high intensity financial operation;
- A high level of computer literacy and a broad understanding of delivering information technology and safeguarding data in a large, premium, high profile, complex environment;
- Substantial experience and demonstrable ability leading, inspiring, motivating, developing and commanding the respect of a senior team of staff and multiple third-party relationships;
- Extensive working knowledge of reviewing supplier and tenant contracts, advised by external counsel
- An exemplary level of personal integrity and professional credibility;
- An exceptionally well organised style with outstanding attention to detail and accuracy;
- Superb verbal and written communication and interpersonal skills, with the ability to persuade, encourage and explain at all levels;
- A discreet, trustworthy, resilient, adaptable, calm, collaborative, hands-on, pragmatic and tactful approach with the ability to work well under pressure in a high profile, reputation-sensitive business;
- An interest in theatre and an aptitude for working in a creative industry.



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★★★★★ 'Rosamund Pike is electric. A smash hit' Mad On Tour

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Principal duties and responsibilities

Finance and reporting

- Lead all aspects of the finance division
- Oversee and manage:
 - Weekly theatre contra statements
 - Weekly operating statements
 - Purchase and debtors ledgers functions
 - Monthly executive payroll
 - Monthly management accounts
 - Annual budgets and forecasts
 - Annual statutory accounts
 - Periodic tax submissions including PAYE, VAT and Corporation Tax
 - Tax efficient fixed asset recording and accounting
 - Cashflows and treasury management
 - Pension schemes
 - Producer sample contras and ad hoc queries and estimates
- Set and maintain rigorous and appropriate internal controls and reporting standards
- Manage banking relationships
- Embrace new technology appropriately to streamline, integrate and automate transaction processing activities

Audit and governance

- Provide financial information and analysis to the CFO of CML as required and liaise on groupwide financial matters
- Assist the CFO of CML with all DMT company secretarial and statutory matters
- Represent the company with the auditors, overseeing and facilitating their work
- Ensure compliance with all financial and data legislation and regulation

Legal and insurance

- Draft, negotiate and manage key supplier contracts (including utilities) and office tenant agreements
- Take overall responsibility for our insurers and any claims, annually reviewing policies and advising internally

Information technology and data protection

- Oversee the information technology department, line managing the head of technology, ensuring the development, delivery, compliance and security of all our IT infrastructure and other off-stage technology, including our network, sales systems and third party hosted databases
- Oversee all data protection matters across the company, working closely with the head of technology and our independent advisors, and take overall responsibility for responses to Data Subject Access Requests

Commercial

- Working with divisional directors, conduct regular reviews to:
 - Improve efficiency and competitiveness, without detriment to service levels, revenue capacity or reputation
 - Seek more cost-effective solutions to expenditure and opportunities to grow and diversify income, balancing commercial success with protecting our brand
 - Ensure deployment and scheduling of staff remains within budget and agreed headcount, ensuring a one-team, one-group approach
 - Leverage buying power with suppliers and ensure value for money and compliance with service level agreements

Principal duties and responsibilities

Property and estates

- Working closely with the Property and Technical Directors, maintain detailed oversight of all capital and maintenance projects, budgets and expenditure, ensuring appropriate and tax efficient accounting

Companywide oversight

- Keep a close eye on the work of other divisions to ensure budgets are adhered to and activities are commercially astute and legally compliant
- Provide financial analysis and general business support as required
- Ensure that the company maintains currency with financial, IT and data issues and practices, attending external events as necessary

All employees are required to:

- Maintain and safeguard all documentation, records, filing systems and databases required to ensure Compliance with all internal policies, data protection, financial and other regulations;
- Represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information;
- Maintain an awareness of DMT as part of the Cameron Mackintosh Ltd group of companies, comply with all DMT policies and undertake any other reasonable duties as required by the CEO.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Delfont Mackintosh Theatres on this appointment.

Candidates should apply for this role through our website at roles.saxbam.com using code **PCAFA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on Monday 1 June.

Delfont Mackintosh Theatres is an equal opportunities employer and our recruitment process is open to all. We are determined to foster a culture of inclusivity and respect where everyone feels valued and supported.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

For information about the processing of your personal data by Delfont Mackintosh Theatres Limited, please see delfontmackintosh.co.uk/privacy.



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NOEL
COWARD



10 WEEKS ONLY

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