



Pitlochry Festival Theatre

Finance Manager



Introduction

Pitlochry Festival Theatre is a nationally significant production theatre and one of Scotland's leading cultural organisations, operating year-round from its base in Highland Perthshire. Since its founding in 1951, the organisation has built a strong reputation for delivering high-quality productions, attracting audiences from across the UK and internationally.

The theatre is entering a critical phase of evolution, with a renewed leadership team and a clear mandate to raise its national and international profile, strengthen commercial performance and improve operational discipline. The recent appointments of internationally acclaimed Scottish actor, writer and director Alan Cumming as Artistic Director, alongside an experienced Chief Executive, signal both ambition and intent to elevate the theatre's profile, broaden its reach and scale its impact.

With strong audience engagement, a distinctive brand and public funding underpinning its model, the organisation now requires a new Finance Manager to work alongside the Head of Finance and existing finance team. This creates a high-impact opportunity for a finance leader to influence direction, drive improvement and deliver measurable change.



The Role



Job Title: Finance Manager



Location: Pitlochry



Reports to: Head of Finance

The Finance Manager will take ownership of the day-to-day operation of the finance function, ensuring financial transactions, controls and reporting processes are delivered accurately, consistently and on time. Reporting to the Head of Finance, the role acts as the operational backbone of the team—responsible for maintaining discipline across core finance processes while supporting reporting and compliance requirements.

The successful candidate will stabilise and strengthen transactional finance, improve the consistency of month-end processes and ensure that reliable financial information is produced to support decision-making. The role requires a focus on execution, prioritisation and continuous improvement within a busy and evolving environment.

This is a hands-on position, combining operational delivery with team oversight and a clear mandate to drive improved processes and controls.

KEY RESPONSIBILITIES

- Own and manage day-to-day finance operations across all entities
- Ensure accuracy, completeness and timeliness of financial transactions (AP, AR, payroll, banking)
- Lead month-end close processes, including journals, accruals, prepayments and reconciliations
- Investigate and explain variances, supporting accurate and timely reporting



- Maintain and enhance financial controls, ensuring adherence to policies and procedures
- Oversee payroll processes, ensuring accuracy, compliance and timely submissions
- Support the production of management information and financial analysis
- Assist with budgeting and forecasting processes
- Prepare for and support audit and year-end reporting requirements
- Act as systems lead for finance platforms, supporting users and driving improvements
- Line manage junior finance staff, ensuring effective workload management and development
- Provide financial guidance to budget holders and non-finance stakeholders
- Deputise for the Head of Finance as required, ensuring continuity of finance operations



Preferred Candidate

Profile

This role requires a delivery-focused Finance Manager who can bring structure, consistency and reliability to a fast-moving operational finance environment. You will take ownership of core processes and ensure that transactional finance, reporting and controls are executed to a high and consistent standard.

You will have a strong grounding in financial accounting and finance operations, with the ability to identify inefficiencies, resolve issues quickly and implement practical improvements. This is a role for someone who is comfortable working at pace, managing competing priorities and maintaining high standards of accuracy and control.

You will be confident supervising a small team and working closely with non-finance stakeholders, providing clear guidance and ensuring adherence to processes. Strong judgement is important knowing when to resolve issues independently and when to escalate.

This role will suit someone motivated by accountability, delivery and the opportunity to strengthen the operational foundations of a finance function within a growing and evolving organisation.



Mandatory Requirements

- Qualified by experience or Part-qualified accountant (ACCA, CIMA, ICAS, CIPFA)
- Strong experience across core finance operations, including AP, AR and payroll
- Proven track record delivering month-end close and balance sheet reconciliations
- Solid understanding of financial controls and compliance requirements
- Experience supporting management reporting and financial analysis
- Experience supervising or supporting junior finance staff
- Strong Excel and finance systems capability
- Ability to manage workload effectively in a high-volume environment

Beneficial Requirements

- Fully qualified accountant (ACCA, CIMA, ICAS, CIPFA)
- Experience within charity, arts or publicly funded organisations
- Knowledge of Charity SORP, VAT and payroll in complex environments
- Experience with cloud-based systems such as Xero
- Experience supporting audit, statutory reporting or grant funding
- Experience driving process improvements or systems enhancements



Remuneration

Salary &
benefits:

Competitive with benefits

Working Format:

Hybrid Working 2-3 days in Pitlochry



Recruitment Process

iMultiply is committed to promoting equality, diversity and inclusion throughout all recruitment processes. We welcome applications from candidates who may not meet every requirement but can demonstrate the capability, motivation and values alignment to succeed.

First Stage:	Video interview with iMultiply exploring experience, motivations and alignment.
Second Stage:	Interview with Pitlochry Festival Theatre focused on technical skills, organisational fit and values alignment.

Consulting Lead:

All applications should be sent to Andrew Robinson, Associate Director at iMultiply.

Any direct or third-party introductions will be forwarded to iMultiply for assessment.



ashlenemcfadden@imultiplyresourcing.com



[Ashlene McFadden](#)



07762 946 015

