

SCOPE Invest is hiring a Chief Operations Officer

Job description

SCOPE is a company that produces (**SCOPE Pictures**) and finances audiovisual works (films, series or documentaries), in particular via the Tax Shelter scheme (**SCOPE Invest**). For more than 15 years, **SCOPE** has been handling the entire production chain, from development through to distribution, including financing and executive production.

SCOPE in a few figures:

- More than 200 films financed and coproduced.
- More than 300 million euros invested in films.
- More than 30 films supported by regional funds.
- More than 400 weeks of filming in Belgium.
- Nominations at internationally renowned festivals, critical successes and commercial hits, including two Palmes d'Or, a Magritte, ten Césars and several Oscar nominations, etc.

Your duties

- **Supervision and management of the production**, accounting, administration and legal teams, under the supervision of the CEO.
- Working close to the ground, you will **direct a team of 20 people**, under the supervision of the CEO. You will guide them in the way they handle their assignments to ensure that the required action is taken so that projects are tracked properly and effectively, while budgets and legislative requirements are met.

- You will **work closely** with the marketing and commercial director, **supporting** him in managing the sales and marketing teams and producing the company's annual brochure.
- You will **manage** the group's financial and human resources, as well as its cashflow.
- You will manage the risks of commitment taken by the company, optimising the line-up of projects and ensuring that the funds raised correspond with the amounts that the company has committed to investing in the films selected.
- You will **supervise** the work of external consultants to ensure the ongoing development of the IT tools needed to manage the company (client database, intranet, etc.).
- You will **encourage** collaboration between the various departments and facilitate communication and data-sharing to enable the proper handling of projects between departments.
- You will implement day-to-day performance monitoring and identify areas for improvement
- You will determine which weekly, monthly or quarterly reports are to be produced to facilitate the management of the company and you will analyse these reports in detail in order to **anticipate** any issues occurring before they become critical.
- You will establish close bonds with the company's main institutional or private partners (regional funds, Centre du Cinéma, suppliers, producers, distributors, press, salespeople, finance organisations, the FSMA, etc.), as well as with the Tax Shelter unit at the tax authorities.
- You will keep watch on the competition and **develop contacts with the group's competitors and trade associations**.
- You will ensure that business communication runs smoothly and **contribute towards motivating the various teams**, in particular by way of assessment procedures and feedback.
- You will draw up the annual budgets and action plans that are part of the overall Business Plan (operational, financial and organisational), which you will present to the company's Board of Directors and continue to monitor.
- You will work efficiently with the company's Board of Directors in order to establish the company's overall policy in terms of day-to-day management and financial controls. You will also identify new development opportunities for the group.



Your profile

The required qualifications for this position are:

- Knowledge of the realities of an audiovisual production and in-depth experience of the financial, legal and administrative aspects, as well as human resources.
- Capacité à mobiliser une équipe d'une vingtaine de personnes autour des projets audiovisuels.
- Excellent analytical and organisational skills.
- Being solutions-focused: you have demonstrated your abilities in managing transversal projects, in particular in improving processes and the efficiency of teams.
- Genuine leadership and communication skills, applied fastidiously. You are diplomatic, adaptable and involved in day-to-day management with long-term overall vision.
- Demonstrable experience in the management of companies and the development of strategies.

Qualifications

- You hold a university degree (Master's)
- You have a minimum of 10 years' experience working in a similar position, preferably in a services company.
- Some experience in the audiovisual industry would be a plus.
- You are trilingual in French, Dutch and English