

Job Description

Job Title	Finance & Administration Manager (0.8FTE)
Department	Finance & HR
Reporting to -	Finance & Operations Director
Responsible for -	Finance & HR Officer p/t

About the Northcott

The Northcott Theatre has been attracting audiences in Exeter and the South West to the very best UK and international performing arts for over fifty years. Before the closure of theatres in March 2020 due to Covid-19, our programme featured a mix of home grown productions and top quality touring drama, music, dance, comedy etc. We are now looking forward to rebuilding our offer with a combination of work we produce and present in our theatre space/s and a range of projects and participation activities with artists, communities and young people in Devon.

We're supported financially by University of Exeter, Arts Council England, Exeter City Council and the Esmée Fairbairn Foundation, but we're also hugely reliant (c.90%) on earned income through ticket sales, revenue from our bar and restaurant, fundraising and sponsorship. With the current challenges around social distancing and live performance the theatre's financial model will continue to look very different over the coming months and this is providing us with opportunities to adapt and change.

Diversity & Inclusion

There continues to be a significant lack of diversity across the arts, with a pressing need to provide progression routes for talented people from backgrounds that are under-represented. Exeter Northcott Theatre is committed to playing its part in addressing this by putting inclusion at the heart of our recruitment processes, finding new ways to share the power and resources we have at our disposal, and fostering a working culture that is welcoming for all our team.

We actively encourage people with different backgrounds to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of African and Caribbean heritage, people of South Asian, East Asian and South East Asian Heritage, D/deaf and disabled people, LGBTQ+ people, or those experiencing barriers due to their socio-economic background.

The Purpose of this Post

The Finance & Administration Manager is a key member of the Exeter Northcott Theatre's management team, responsible for the smooth day-to-day running of the company's finance & administrative systems, ensuring compliance with company policies & procedures and statutory requirements, and providing high-quality, accurate and timely information to Board, Senior Managers and other managers/budget-holders. At this challenging time, they will play a key role in supporting strategic planning and operational decision-making as the organisation adapts and changes.

Terms & Conditions

Salary: £27,500 per annum (**£22,000** pro rata for 0.8 FTE)

Working Hours: 39 hours per week (**31.2 hours** pro rata for 0.8 FTE)

Holiday: 32 days per annum inc statutory holidays (**25.6 days** pro rata for 0.8 FTE)

This is a part-time role, and we welcome applications from candidates who need a flexible working pattern, for example due to caring responsibilities or access requirements.

All D/deaf or disabled candidates who demonstrate that they meet the essential criteria for this role will be invited for interview.

How to Apply

As part of our commitment to inclusion we're working to widen the pool of people who hear about vacancies at the theatre and make the process of applying for a job as straightforward as possible.

For this role we're asking all candidates to click on the **Apply Now** link for this vacancy on our website and submit written and/or video/audio responses to the same three questions so you can tell us about yourself and why you're the right person for this role:

- ❖ Tell us about yourself and why you want to work at the Northcott?
- ❖ Tell us how your professional and lived experience makes you a great fit for this role?
- ❖ Tell us about what you might need support with if we were to offer you this role?

And then upload a copy of your latest CV.

Contact us at jobs@exeternorthcott.co.uk if you wish to submit in a different format

Closing Date for applications – Friday 27th November at noon

NB

We'll pay travel expenses for candidates invited to interview.

When we invite candidates to interview we'll ask if they have any access needs.

Key Duties & Responsibilities

1. Financial Management

- 1.1. Overseeing day-to-day operation of the theatre's finance systems
- 1.2. Providing accurate financial management information to budget holders as required
- 1.3. Managing the theatre's payroll system (monthly & weekly) and pension scheme
- 1.4. Preparing, paying & reconciling all statutory returns/payments as they become due

2. Programme Administration

- 2.1. Overseeing day-to-day operation of the theatre's YesPlan system
- 2.2. Supporting the Artistic Director to ensure programme information on YesPlan is up-to-date
- 2.3. Preparing deal memos/contracts/reports from YesPlan as required
- 2.4. Preparing settlements for visiting companies/artists in accordance with contracts

3. HR Administration

- 3.1. Overseeing day-to-day operation of the theatre's HR systems
- 3.2. Providing accurate HR management information to line managers as required
- 3.3. Managing the recruitment, contracting and induction process for all posts

4. Reporting & Compliance

- 4.1. Supporting the Finance & Operations Director to prepare Management Accounts and other reports/forecasts as required
- 4.2. Supporting the theatre's auditors to prepare Statutory Accounts for approval by the Board
- 4.3. Maintaining a working knowledge of relevant Finance & HR legislation and contributing to the development of the theatre's regulations
- 4.4. Ensuring compliance with all legal requirements & regulations

5. Management

- 5.1. Line managing the Finance & HR Officer p/t
- 5.2. Inducting new staff and supporting all staff in the use of the theatre's finance and HR systems
- 5.3. Playing an active role within the theatre's Management Team and Health and Safety Committee
- 5.4. Representing the theatre at external meetings and deputising for the Finance & Operations Director as required

6. General

- 6.1. Maintaining up to date knowledge of the strategy and business plan of ENT
- 6.2. Taking an active role in identifying and removing access barriers for anyone with access needs
- 6.3. Maintaining a working knowledge of the theatre's programme
- 6.4. Attending staff meetings/training as required
- 6.5. Adhering to Exeter Northcott theatre policies & procedures
- 6.6. Maintaining confidentiality at all times

Any other duties which may be reasonably requested by Finance & Operations Director.

Person Specification

Essential
An AAT – NVQ4 Accounting qualification OR significant demonstrable experience of working at a senior level within an accounting role
Strong HR skills/knowledge and experience of working within a challenging HR environment
Excellent written and verbal communication skills
Experience of producing reports of Board or management
Excellent IT skills, including Microsoft Office
Experience of working with a computerised Accounting system
Experience of producing management & statutory accounts
Excellent organisational & administrative skills
Proven ability to prioritise a complex workload
Experience of supervising and supporting staff
Proven ability to work as part of a team
Friendly & outgoing with a good telephone manner

Desirable
Working knowledge of SAGE Accounting Software
Experience of improving financial controls and/or debt collection
Experience of working with a computerised event management system
Experience of line-managing staff
Experience of working within the charity sector
Interest in the performing arts

Oct 2020