

SELLADOOR

V E N U E S

Selladoor - Venues

Job description

Finance Manager

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Job Title:	Finance Manager
Responsible to:	Finance Director
Place of Work:	Flexible
Hours of Work:	40 hours a week, including some evening and weekends
Salary:	£42,000
Contract:	Permanent Contract
Pension:	Company Pension Scheme available
Probation:	3 month with 3 months months' notice
Start Date:	As soon as possible

About Selladoor Venues:

Selladoor Venues are a group of exceptional regional venues with a shared mission of developing local talent, presenting first class work, producing work of national and international importance – and being a theatre for everyone within their communities. The venue group comprises the Queen Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough(112 & 360 seats) . The group has ambitions of growing and federating more buildings with a similar approach and ethos – and is putting together a team of strong-minded leaders to build a business of excellence in venue management with a firm eye on growth and development.

The business will be transitioning to a charitable company (Landmark Theatres Ltd) and building on its foundations of presenting top quality theatre to its local audiences. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy – and the business now has a strong need and argument for regular public subsidy.

Selladoor Venues is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of like and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to allison.jones@selladoorvenues.com

Selladoor Venues is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

About the Role

The Finance Manager position is a pivotal role within Selladoor Venues as the group moves into an exciting period of change and growth. The business will be transitioning to a charitable company and building on its foundations of presenting top quality theatre to its local audiences. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy – and the business now has a strong need and argument for regular public subsidy.

The Finance Manager will be reporting to the Finance Director and ensure efficient financial management of a growing portfolio of regional theatres. In addition, the Finance Manager will support the management team in their ambitions of building the group into a portfolio of national renown. The Finance Manager will need to confidently handle the multi-faceted function of the business, and execute in a timely, accurate and reliable manner. This is an extremely exciting role to join the company in a period of renewal and be a key part of the company's future growth and achievement.

Purpose & Responsibilities of the Role:

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive. It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the Finance Director.

Key Responsibilities

Overall financial management, including closing month-end, providing monthly management accounts pack, accruals, prepayments, reconciliation, variance analysis and commentary for the management to explain results, variances and highlight risks

Full accounting cycle, including posting POs, invoices and payments to accounting software (Accounts IQ), bank payments and produce financial statements

Prepare and submit **statutory accounts, payroll and VAT**

Prepare and manage yearly **budgets**, monthly **forecasts** and weekly **flash** reports

Ensure **stock and fixed assets register** are up-to-date at each month-end i.e. all the expired or damaged items are removed and balance sheet matches with stock/asset records.

Analyse theatre(s) and event(s) **performance** on its own as well as to assess overall picture. Work with GMs to **optimize** event cost and average revenue per event

Streamline finance **processes** and ensure **governance & controls**, including for approval and reporting across our companies

Ensure that financial accounts are perfectly documented and ready for **audits** at any time. You will be the main point of contact for auditors and provide them with required information

Support management team as needed; including for funding applications, production budgets (review historical spend and data to ensure accurate budgeting) and ensure project feasibility

Person Specification:

Preferably a **qualified accountant** but part qualified would be considered too, depending on experience (**qualified by experience**)

Similar experience from **theatre / arts / live entertainment / hospitality** would be a huge benefit

Highly motivated and ambitious candidate with the ability to get involved in **overall** business process and **wider** stakeholder management

A solid team-player with attention to detail, commercial sense and ability to excel **beyond comfort zones** while resolving ambiguous problems and coming up with **creative solutions**

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The form should then be emailed to: jobs@selladoorvenues.com with Finance Manager as the subject line. The closing date for applications is NOON ON Monday 25 July 2022. Interviews will take place on either in-person or via video conferencing.