Job Summary

Landmark Theatres are seeking a Head of Finance to join our team at an exciting time of change and development for the organisation. The successful candidate will work alongside our CEO and Senior Management Team to develop the organisational strategy and oversee all financial management, planning and reporting at Landmark Theatres.

**About Landmark Theatres**

Landmark Theatres is a portfolio of regional venues in North Devon and Peterborough receiving a wide variety of arts and cultural opportunities for local communities. This includes major touring productions, high-profile live music acts, big-name stand-up comedy, dance, superb theatre and new writing. We also produce high-quality Musicals, Drama and Family productions including our annual family Pantomime in Peterborough.

Our venues consist of: 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). We are the largest new theatre entrant to Arts Council England's National Portfolio (23-26) and are working with a number of high-quality partners such as Birmingham Royal Ballet, The National Theatre and Paines Plough.

We receive an annual grant of £1 million a year for the current three-year funding cycle from 2023-24 to 2025-26 to ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring and developing new talent for and with the audience we serve across North Devon and Peterborough.  This funding is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally. We are now building a new producing theatre organisation outside London – for the first time in a generation.

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 ACE have broadened the companies’ ambitions against their Let’s Create Strategy.

We pride ourselves on an in-depth understanding of the locations in which we operate. Working in areas of lower cultural engagement across the UK. We are respectful and responsive to local priorities, deliver innovation and work in partnership to empower our communities. We deliver a breadth of creative activities and ways in which our communities can engage whether that be as an audience member, participant, decision maker or through developing talent.

[**landmarktheatres.co.uk/**](https://www.landmarktheatres.co.uk/)

Landmark Theatres is a value-led organisation: innovate, include, collaborate, empower, sustain. We are committed to being diverse and inclusive and to making our workforce representative of different backgrounds and experiences of the communities we serve.

LANDMARK THEATRES LTD

Head of Finance

Job description

Job Title: Head of Finance  
Responsible to: CEO  
Place of Work: The main finance function Is based In Barnstaple. From time to time, visits to Peterborough will be needed. Hybrid working Is offered.

Hours of Work: 40 hours a week.

Salary: 50k  
Contract: Permanent Contract  
Pension: Company Pension Scheme available  
Probation: 6 months and 3 months’ notice

Start Date: As soon as possible

OVERVIEW OF THE ROLE

To be responsible for all financial functions within Landmark Theatres, such as management accounts, annual accounts, project budgets, payroll, pensions, and reports. The Head of Finance will report regularly to the CEO and the Board on the company's financial position and its forecasts and projections.

Develop and maintain financial procedures and good governance to provide ongoing visibility and to ensure robust financial controls are in place, for a secure financial future.

Be an active member of the Senior Management Team, working strategically on the development of the organisation.

The company is in the process of transitioning to charitable status.

KEY RESPONSIBILITIES

* Manage effective accounting and bookkeeping systems and procedures.
* Line manage the finance manager.
* Prepare monthly cash flow and management reports to monitor and understand budget variances.
* Provide reports and liaise with funders of the organisation as and when required.
* Manage bank account reconciliations, transactions, and VAT reconciliations.
* Maintain and monitor internal financial control processes and systems.
* Establish and maintain financial records of income and expenditure across all budgets.
* Alongside the Production and Programme Manager, advise on production budgets drawing specifically on historical spend and data to ensure accurate budgeting, to collaboratively ensure project feasibility, set up, launch and running of key business productions.
* Prepare documents and schedules for annual accounts liaising with the accountants/auditors.
* Attend board meetings to lead on financial matters.
* Prepare risk assessments on key quarterly finance results and affect change accordingly.
* Analyse and develop a narrative around business growth, trajectory, and market share as part of regular reporting to the board.
* Liaise with HMRC as and when needed.
* Ensure all financial activity is in material compliance with all legislation, regulations, and Landmark Theatres policies.

PERSON SPECIFICATION

The Head of Finance will ideally be a qualified accountant or have an appropriate accountancy qualification. However, we would welcome applications from those who have significant experience in this area.

Essential

* A track record of providing senior operational leadership in a multi-faceted and complex environment.
* A track record of line management and leading effective teams.
* A track record of developing and monitoring high-level strategic plans.
* Experience of producing management reports and annual accounts and reports.
* Experience of producing board papers.
* Experience of producing forecasts.
* Good attention to detail, with excellent organisational and time management skills.
* Strong ability to work well under pressure and perform critical decision-making.
* Good verbal and written communication skills.
* Self-motivated with the ability to work effectively both independently and as part of a team.
* Strong practical knowledge of Microsoft Office, particularly Excel.
* Understanding of VAT rules and experience of liaising with HMRC.
* Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger, and stock.

Desirable

* An interest in the theatre / arts / live entertainment / hospitality.
* A commitment to and understanding of Landmark Theatre's Vision, Mission, Objectives and Values and the role creativity can play in driving social change.
* An awareness of the social, economic, and political context in which Landmark Theatres Ltd operates.
* Experience or knowledge of the specific accounting and reporting requirements for charities.
* Experience of implementing and developing new software systems.

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.

Landmark Theatres Ltd 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 and/or arts organisations in general.

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, and reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). The successful candidate must be willing to undergo an enhanced Disclosure and Barring Service check (at Landmark’s expense) if a job offer is made subject to this being obtained.

Please send a CV plus a one-page statement outlining: Your motivations; how you would contribute to the success of Landmark Theatres Ltd and a brief overview of your core strengths in response to the person specification**.**

**The application should be emailed to: jobs@landmarktheatres.co.uk using the job title Head of Finance In the subject line. The closing date for applications is midnight on 05/09/23. Interviews will take place week commencing 18/09/23 at The Queens Theatre, Barnstaple.**

All applicants will receive a response regardless of the shortlisting outcome.