



15 October 2018

Dear Applicant,

Finance & Office Manager

16 - 20 hours per week – hours can be worked flexibly across the month, min 1 full day per week

Thank you for requesting an application pack for the role of Finance & Office Manager at Theatre Hullabaloo.

This pack includes:

- Job description and person specification

The application form and equal opportunities monitoring form is available as a separate downloadable document. Applications will only be accepted when submitted on the company application form unless an alternative has been agreed.

You can find out more about Theatre Hullabaloo and our work including our venue The Hullabaloo, by visiting our website www.theatrehullabaloo.org.uk.

Theatre Hullabaloo is an equal opportunities employer and particularly welcomes applications from candidates from communities that are currently under- represented within our organisation. The Hullabaloo is a purpose-designed space that is fully accessible.

We are a family friendly organisation and offer a flexible and supportive working environment, value experience as well as skills and qualifications and aim to ensure everyone in the organisation is aware of our equality and diversity commitments.

The deadline for applications is **12noon Wednesday 31 October 2018**.

Please submit your application by email to info@theatrehullabaloo.org.uk using the application form provided. If you need to submit your application in an alternative accessible format please contact us in advance so that we know to expect it.

Please note that whilst we will acknowledge receipt of your application, due to the high number of applications received, we are unable to respond to them individually. If you have not been contacted by Friday 2 November, please assume you have not been shortlisted. I hope you decide to apply and look forward to receiving your application.

Best wishes,

Laura Case

Executive Director



Finance & Office Manager

(£25,000 per annum pro rata)

Hours: 16-20 hours per week

- *Responsible to the Executive Director/Joint Chief Executive*

Main purpose of the job:

The **Finance & Office Manager** has lead responsibility for financial management, reporting and compliance. S/he is responsible for the operational aspects of the Company. S/he is expected to work within the legal, financial, artistic and charitable aims and requirements of the Company.

Key responsibilities:

Finance

- In liaison with the Executive Director (ED) and Artistic Producer (AP), establish robust financial targets and prepare/revise annual and business plan budgets
- Management of all payments and receipts, bookkeeping and maintain accurate financial records
- Organisation of the Finance subgroup and ensuring that the Board and ED/AP is kept fully informed of all financial matters, including information required by law.
- Preparation of monthly and quarterly management accounts for presentation
- The filing of all legally required returns (e.g. Companies House, Charity Commission, HMRC etc)
- Compilation of financial reports for partners, funders and stakeholders
- Scheduling of expenses for projects and productions and oversee the management of funds
- Production and administration of all payroll requirements
- Monitoring of cash flow and budgets alongside ED/AP
- Generation of accurate balance sheets and profit/loss accounts
- Monitoring of all operational costs and seeking efficiencies where possible
- Liaise with the company's accountant regarding the compiling and auditing of annual accounts

Company and Office Management

- Managing the day-to-day personnel requirements of the company including the development and implementation of the policies, systems and procedures required
- Managing all aspects of the recruitment of new staff members and policies and procedures required
- Monitoring of Equal Opportunities and ensuring that the Equal Opportunities policy is fully implemented and up to date
- Ensuring that the company is meeting all of its legal responsibilities
- Ensuring best practice in personnel and staff management systems
- Management and maintenance of all manual and computer based systems
- Working with the ED to ensure that the partnership agreement with Darlington Borough council is delivered and adhered to
- Ensuring and maintaining an inventory of company assets
- Responsibility for Health & Safety in the office and for staff; produce all procedures associated with it and arrange all required inspections
- Ensuring that all insurances are in place and up-to-date

- Reporting to key funders on energy efficiencies, equal ops quotas as required
- Provide administrative support for aspects of the company's work
- Managing the administration of the Board of Trustees
- Monitoring and reporting on Theatre Hullabaloo's environmental policy and impact

Management, Planning and Development

- Supporting the Executive Director and Artist Producer in aspects of business planning as required
- Implementing, managing and updating all policies and procedures, ensuring compliance in all aspects of work
- Ensuring that annual targets are met and reporting progress to the Board
- Analysis and reporting of financial and audience figures as required
- Contributing to the writing and development of funding bids, annual reports, funder submissions, evaluations and reports
- Support the Executive Director in the creation of reports for monitoring new income lines, audiences, business plan objectives and measures

General

- Act as an advocate for the company, communicating enthusiastically and confidently about our work.
- Work in line with the company's mission, vision and values.
- Offer a high level of customer and audience care at all times.
- Be available to work occasional evenings and weekends when required along with a handful of meetings and company commitments throughout the year.
- Adhere to Health and Safety procedures at all times.
- Carry out all other duties as reasonably requested to help the company achieve its objectives.

Additional

- Theatre Hullabaloo is an equal opportunities employer and we are committed to attracting and recruiting candidates from all communities.
- As a family-friendly organisation, working hours can be flexible.
- Holiday entitlement: 35 days per annum (including public holidays) pro rata.
- No overtime is payable but Flexi/TOIL may be taken in agreement with your line manager

The above provides example duties under the responsibilities and is not an exhaustive list. All other duties as reasonably requested by the Executive Team.

PERSON SPECIFICATION: Finance & Office Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills & Experience:	<ul style="list-style-type: none"> • Has had senior responsibility for financial management • Has working knowledge of Sage Line 50 • Good understanding of Microsoft Office, especially Excel and Word • Good working knowledge of Purchase Ledger, Sales Ledger and Nominal Ledger systems including posting and reconciliations in similar size organisation • Has developed financial systems and had responsibility for budget and cash-flow monitoring • Had experience working in the arts, business or voluntary sector • Has created and monitored policies and procedures • Understanding of company, employment and charity legislation • Experience of IT and communications systems 	<ul style="list-style-type: none"> • Experience of generating income through private giving • Board management (voluntary or professional) • Project-management experience • Has overseen staff management and training programmes
Disposition/Attitude:	<ul style="list-style-type: none"> • Energetic, efficient, resourceful and flexible • Positive and diplomatic • Ability to work under pressure / to deadlines • Organised and a self-starter • Confident, professional, enthusiastic and self-motivated • Able to act as an advocate and represent the organisation's work and values 	<ul style="list-style-type: none"> • Interest in education or the arts
Practical and Intellectual Skills:	<ul style="list-style-type: none"> • High level of literacy and numeracy • Ability to work independently, whilst also being able to work as part of a team • Ability to support other Theatre Hullabaloo staff 	<ul style="list-style-type: none"> • Database management • Clean driving licence
Special Circumstances:	<ul style="list-style-type: none"> • Willing to work occasional evenings and weekends • Attend staff training events as required 	