



Job Description & Personal Specification

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| Job Title | Finance Manager |
| Responsible to | Director |
| Responsible for | Bookkeeper |
| Key Working Relationships | Director; Associate Director; Business Development Manager, Bookkeeper; Associate (Research & Digital); Company Producer; Project Managers; Board of Trustees |
| Contract | 0.6 FTE |
| Term | Permanent subject to the completion of a satisfactory probationary period. Start date to be mutually agreed, as soon as possible. |
| Salary | £28,000 per annum pro rata |
| Hours and working pattern | 3 days a week / 22.5hrs Schedule to be agreed. Flexible working preferred. |
| Location | Based from home, regular meetings will take place in Coventry and/or Birmingham. |
| Probation | 3 months |
| Holidays | 28 days per annum pro rata, inclusive of Bank Holidays |
| Benefits | Travel expenses for meetings/activity related. Option to sign up to NEST Pension Scheme. |

Deadline: Friday 15th October 5pm

Purpose of the Post:

We are seeking an experienced Finance Manager to help take Open Theatre into the next phase of development. This is a senior management role with responsibility for the strategic and operational development, implementation and on-going management and maintenance of financial practices, policies and systems for the

company. You will work closely with the Director to produce the annual budget; prepare monthly management accounts; quarterly finance reports, monthly payroll as well as manage the preparation for the external independent examination and year end statutory accounts.

Open Theatre is also in the process of appointing a Company Bookkeeper. Currently our Bookkeeping and Accountancy functions are outsourced externally and our aim is to bring these functions in house. The Financial Manager will therefore be responsible for setting up financial systems and policies as well as managing the company cashflow to ensure all debts are covered. The Finance Manager will also support the company managers/budget holders to stay within their budgets.

We are currently in our fourth year as an Arts Council Band One National Portfolio Organisation, which has grown in scale and operations very quickly. Our aspiration is to potentially move towards bidding for NPO Band two status in 2022.

Therefore, we are looking for a dynamic, professional and experienced individual with experience of working in the arts and cultural sector and/or with a third sector organisation with a medium-scale organisation or larger. You will have a proven track record of delivering to a high standard on all aspects of financial work and experience of helping to develop financial strategies to help grow income and support the diversification of funding streams.

To succeed in this role, you will need a strong background in financial management with excellent communication and interpersonal skills, a proactive, common sense and the ability to pay close attention to detail.

Open Theatre's mantra is we '*Do Difference Differently*', therefore valuing diversity and inclusion is at the heart of who we are as a company. We therefore positively encourage applicants from all sections of the community particularly those under-represented across the arts workforce.

Responsibilities/Tasks:

- Work closely with the Director and Senior Management Team to manage the design and implementation of a new financial management system with supporting policy and protocols working to integrate the currently out-sourced functions in-house
- Work closely with the Director and Senior Management Team to develop, manage the implementation and review of the annual budget as part of the annual Business Plan
- Manage the budget alongside the Director to ensure all debts are covered

- Preparation of monthly account reviews, cash flow forecasts and quarterly financial reports for the Board of Trustees and funding partners as required
- Supporting the Director to help prepare in-year project specific budgets
- Managing financial systems ensuring they are fit for purpose to support operational activity and compliant with all legal requirements especially GDPR
- Managing the month-end closing process - this will include posting journals, reconciliations and producing analysis
- Review of significant transactions to ensure policy and accounting standard compliance
- To line manage the company Bookkeeper. [Note: this role will be advertised once the Finance Manager is has been appointed. The Finance Manager will design the job specification, and be part of the recruitment process.]

Person Specification

| QUALIFICATIONS & EXPERIENCE | |
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| <p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> ● A minimum of three years previous experience of a Finance Manager role within an arts and cultural or medium-scale third sector organisation ● Professional Accountancy Qualification ACA/ACCA /CIMA qualified ● A high level of accuracy and attention to detail. - Proven ability to communicate in a timely and professional manner with a variety of stakeholders. ● Excellent understanding of finance systems, controls, processes and procedures. | <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> ● Familiarity and experience of Quickbooks |
| SKILLS | |
| <p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> ● Proficient in Excel, Outlook, Word, PowerPoint ● Strong analytical and budgeting skills ● Ability to generate accurate financial reports with a strong attention to detail ● Good planning skills and a methodical way of working. ● Ability to take ownership, progress and deliver projects and tasks | <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> ● Confident and outgoing ● Excellent communication skills to finance and non finance people. ● Knowledge of working with Arts Council funding systems/processes |

| PERSONAL QUALITIES | |
|---|---|
| <p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> ● Ability to work well on own initiative and as part of a team ● Ability to work under pressure and work to deadlines ● Ability to generate and effectively manage your own workload ● Proven commitment to equality and diversity and inclusive practises ● Ability to embrace change and be adaptable | <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> ● An openness to continue to challenge systems and norms in order to facilitate improve accessibility and inclusion for people with learning disabilities |

You must be eligible to work in the United Kingdom and will be required to undertake Right to Work checks.

Application and Recruitment Process

Applications should be emailed to: recruitment@opentheatre.co.uk and consist of:

1. **Covering letter** which addresses the Job Description and Person Specification (maximum 1000 words)
2. **Curriculum Vitae**
3. **Contact details for 2 referees** (one should be your current or most recent employer). Please indicate whether or not we can contact each referee without your prior consent.
4. You must also [Fill in the Equal Opportunities Form](#)

If you would like this Job Pack in a different format please call us on: 07547351871 and leave a message for a call back or email recruitment@opentheatre.co.uk. We welcome potential candidates contacting us for a conversation.

Deadline: Friday 15th October 5pm

Interviews will be held on w/c 25th October 2021 either in Coventry, Birmingham or

Online. Please note that our preference is to interview candidates in person in either Coventry or Birmingham. Should you be called for an interview, we will call you to confirm your preferred location for the interview.

Guaranteed Interview Scheme for Black and/or Disabled applicants

Open Theatre recognises the long-term systemic barriers which have prevented black artists & cultural workers from thriving in the industry.

As part of our commitment under the *More than a Moment* initiative to combat these barriers, we are operating a Guaranteed Interview Scheme for any applicants from black* backgrounds who meet the Essential Criteria in the Personal Specification.

We are equally committed to providing opportunities for disabled artists, including those identifying as neurodivergent, autistic or as having autism, as having learning disabilities or differences, or mental health conditions. The Guaranteed Interview Scheme will apply to anyone applying who meets the Essential Criteria in the Personal Specification, and identifies as disabled.

* We have adopted the Black Ticket Project's definition of 'Black': as of Black African, Caribbean, Afro-Latinx and African-American heritage, including those of mixed-Black heritage who identify as such (*More Than A Moment*).

All applicants are required to fill out our Equal Opportunities Monitoring Form:

<https://forms.gle/UJWq8zq1DpoUwY23A>

Background Information

EXTRACTS FROM OPEN THEATRE'S BUSINESS PLAN 2021-22

At Open Theatre we are driven by a desire to transform the West Midlands into a radically creative space; a centre of best practice and excellence for young people with learning disabilities (YPWLD). We seek to enable YPWLD to access and make meaningful creative contributions to the cultural life of the region and beyond, becoming the artists, leaders, facilitators and enablers of the future. Our core values, ways of working and engaging with people throughout all areas of our work have grown through the non-verbal physical theatre practice that was developed (and is still evolving) through our sustained interaction with YPWLD.

As we are entering our fourth year (April 2021-March 2022) as a National Portfolio Organisation (NPO) for the Arts Council, this revised business plan begins to place the voice of YPWLD more effectively at the heart of the company, and informing its work over the next ten years. Since 2018, we have become increasingly aware that change-making is becoming our central focus within the arts and cultural sector. Alongside our central role of supporting the creativity of YPWLD in as many ways and contexts as possible is the realization that the sector is still framed within a dominant *neurotypical* cultural environment. It continues largely to marginalise YPWLD: this challenges us to increase our role as a 'sector developer'. There are embedded structures, systematic processes, attitudes and practices within our society and culture which become barriers that prevent YPWLD from becoming contributors to and leaders in the arts and cultural sector in a meaningful way. To counter this, we have led debates, developed partnerships and alliances with 'front-face' partners, engaged in dialogue and discussion and made a wide variety of connections, not just across the region but also nationally. The pandemic and recent societal crises like Black Lives Matter alongside an awareness of the lack of value put on the lives of people with learning disabilities within our care system are all challenging us to review more fully our path forward over the next ten years.

Doing Difference Differently embodies our approach to all aspects of our work: experimentation is at the heart of everything we do in order to ensure we 'do difference differently' each time we 'do'. Our five programmes of work are framed

as Laboratories (LABS): TALENT LAB, CREATE LAB, COV LAB, OUTREACH LAB, and IMPACT LAB. It has become more apparent that these LABS cannot function in isolation; they are intrinsically interlinked, feeding into one another like a responsive living eco-system.

The central strand of work is the TALENT LAB, designed to address the significant deficits in the nurturing of emerging artists with learning disabilities through a growing number of projects and commissions, mostly performance-based, increasingly created and led by YPWLD. Crucial to the success of the TALENT LAB is a sustained programme of 'feeder' activity in other settings including educational and out of school settings. This also serves as a response to increasing the number of bespoke projects/opportunities for YPWLD to access the arts, and is known as CREATE LAB. We have recognised that these two Labs interconnect as we support and engage an ever wider range of YPLWD in their transition from school to adult life, and enable their creative practice to inform the way we develop our work. We are excited about the role that our own space as outlined in 'Space To Explore' will offer us to move forward in this experimentation.

We recognise the unique potential for Coventry to be our next place of experimentation – the COV LAB – as a result of the City's and City of Culture's commitment to youth and to diversity. The essence of this experiment is to put these two commitments at the centre and starting-point of the work that happens in the city over the coming years and beyond. We want to trial the notion that *'difference is the new norm'* alongside the notion of *'It Takes A City'* to create the best opportunities for YPWLD. With Coventry City Council's ten year arts strategy in place, and the opportunities afforded by City of Culture, we have the potential to achieve significant progress within this experiment.

We are investigating these two notions within the research question driving the OUTREACH LAB 'What can we do together that we can't do on our own?'. We recognise the great need for change, and for brokering relationships and partnerships with other organisations, that enable us all to increase the number of YPWLD engaged in cultural activity in deep, meaningful and sustainable ways. It builds on the last fifteen years of the company's work which has included partnership agreements with Birmingham Hippodrome, The Rep, MAC Birmingham, The City of Birmingham Symphony Orchestra, Imagineer Productions, The Herbert and Royal Birmingham Conservatoire (formerly Birmingham School of Acting). We now have the potential of rolling out our partnerships within Worcester and Lichfield, and through our proposed Twisted Tales work, to organisations in the East Midlands and nationally, for example, Hull Truck and the Arts Depot, London.

Finally, our IMPACT LAB is where we experiment with how to capture and share the work we are doing and explore questions about the cultural value of that work.

Our aim is to create communities of understanding about the *how's* and *why's* of what we achieve, and in particular the ways in which this is rooted in our non-verbal physical theatre practice and its value and effectiveness. We will work together with partners to improve ways of evidencing the work, learn how understanding is produced and discover how to frame and share the evidence. We need to articulate far better the narratives we tell around the work we create.

This LAB is still in the early stages of formation as we are exploring how it has the potential to intersect with a variety of agendas including education, social justice and broader cultural value objectives.

As an ever-evolving company, we now have an opportunity to think through Open Theatre's longer-term ambitions and articulate what are our key aims over the next 10 years that will inform the programme of work we will develop over the next 3-4 years. and discover what we could achieve that builds on the coming few years. Key questions at the moment are:

- How do we better support a broader range of YPWLD to become the artists of the future, and contribute to the culture of localities they live in, the regions they work in and create impact nationally?
- How do we as a company with the creative practice of YPWLD at the heart of its work, continue to innovate artistically in both process and product?
- How to work effectively to challenge and change some of the broader societal issues that continue to deny validity and value to the lives of the YPWLD we work with?

VISION, MISSION & VALUES

VISION

To '*do difference differently*'; making the West Midlands a centre of innovative practice and excellence for young people with learning disabilities, where they can access and make meaningful creative contributions to the cultural life of the region and beyond, as artists, leaders, facilitators and enablers of the future.

MISSION

Open Theatre creates projects and pathways to attract new investments, partners and networks to develop, promote and sustain the creativity and artistry of young people with

learning disabilities. We aim to provide life-changing adventures through the arts to unlock voices not heard and faces not seen, enabling their personal development, unlimited creativity and stories to be shared and valued.

VALUES

BOLDNESS

To mobilize the power to make change happen and strive to re-balance inequalities to create positive influence and impact.

AUTHENTICITY

Ruthless honesty through a genuine approach to seeking, encouraging and modelling truthfulness.

CREATIVITY

To seek out and unlock the creativity in every person and encounter.

EMPATHY

To connect with other people and inhabit their work in order to create together and empower.

JOY

To see joy as a fundamental enabler in life and as a force that can empower and change lives.

A copy of our Equality & Diversity policy is available to prospective candidates on request, please email info@opentheatre.co.uk