



Taunton Theatre Association Ltd.

JOB TITLE: HEAD OF FINANCE AND RESOURCES
LOCATION: Taunton
CONTRACT: Minimum two-year contract with potential to extend
HOURS: Full time (four-days per week also considered)
SALARY: £28,000-£32,000 pro rata
REPORTS TO: Chief Executive

OVERVIEW

An exciting opportunity to lead the Finance and HR functions at The Brewhouse Theatre during a transformative point in the venue's history. Taunton Theatre Association seek an experienced Head of Finance and Resources with an understanding of charity accounting. The ideal candidate will be a qualified accountant with extensive experience in financial processes and reporting. The Head of Finance and HR will report directly to the Chief Executive and work with colleagues to steer TTA's trajectory leading up to its ambitious redevelopment project in 2021. The post holder will be responsible for preparing Finance and HR reports for the Board's quarterly meeting. The post is for an initial two-year period with the potential for the post to be extended and developed as the company restructures and grows to inhabit their significantly developed venue in 2023.

The ideal candidate will share our aspirations and vision for the future, be able to demonstrate exceptional finance and HR skills, with the ability to work closely with budget holders to ensure TTA's accounts are accurate and financial targets are met. This will require excellent attention to detail, strong communication skills and ability to manage a significant and diverse workload. The Head of Finance and Resources will work closely with the CE, Chair and Trustee with financial portfolio, as well as TTA's appointed accountants and auditors, AC Mole. The post holder will be responsible for line-managing the part-time Finance Assistant.

COMPANY INFORMATION

In its first four years of operation TTA has injected life back into the recently dark venue, revitalising the building and developing a broad cultural programme for an increasingly wide-reaching audience. TTA is a fast-paced organisation with a busy programme of events and activities day & night. We attract in the region of 60,000 audience and participants each year and engage with many more online. In 2017-18 we:

- Presented 201 live performances in the main auditorium and studio
- Delivered 551 participation activities
- Screened 70 new releases and 44 live or recorded events from the National theatre, ROH, RSC etc.
- Curated 13 visual arts exhibitions

Revenue from consolidated accounts 2017-18 was circa £1.1m from a standstill position in 2014. TTA Charity has a wholly owned subsidiary TTA Trading Ltd. Accounts for both companies are prepared on an accrual basis, independently and consolidated to fulfil TTA's legal obligations under the charities SORP. AC Mole are TTA's appointed accountant and Lentell's provide its payroll service. TTA use QuickBooks accounting software, Spektrix Box Office system and Microsoft Office.

TTA has 14 staff with a strong collaborative team ethos, supported by Trustees, volunteers, an artistic and youth advisory group. In December 2018 Brazier's premier coffee roasters will commence a catering operation in the venue. In 2019 a Capital Campaign will commence to raise monies for the redevelopment of The Brewhouse Theatre.

JOB DESCRIPTION:

The Head of Finance and Resources is responsible for managing the financial and human resources functions of the company in compliance with company policies and procedures and legal and regulatory compliance.

Finance Function

As the senior finance person, the post-holder is responsible for managing and administering the company's finances and accounts, for both the charitable and trading arm of the company. The post holder will work with the Chief Executive and the Senior Management team to set and achieve financial targets, develop revenue streams and reducing costs across TTA's operations.

Financial Management

- Oversight of year-end statutory accounts and audit prepared by AC Mole Accountants.
- Work with the Chief Executive and Budget Holders to forecast annual budgets.
- Produce monthly, quarterly and year end P&L reports, cash-flow and balance sheet on an accrual basis.
- Produce written reports for CE, Senior Management, Trustees and funders as required.
- Correspond, produce and send financial settlements to visiting companies, artists and hirers.
- Credit Control, raising invoices and chasing payments.
- Overall responsibility for financial records of transactions and bank reconciliation.
- Manage specific budgets in relationship to grants and projects, providing reports when necessary.
- Administer finances raised through fundraising campaigns, donations, sponsorship and grants, and claim back associated Gift Aid from HMRC.
- Liaise with Lentell's Accountants (who provide TTA's payroll function) and process salaries.
- Produce returns and process VAT returns, HMRC tax and NI contributions.

People

- Line manage the part-time Finance Assistant and supervise their workload.
- Monthly meetings with each budget holder to review their ROE/ROI against budget forecast and take remedial action where necessary.
- Liaise and meet on a regular basis with CE and Trustee with Finance specialism.

Asset Management and Procurement

- Negotiate (non-artistic) contracts to secure competitive service providers.
- Oversee procurement of capital assets ensuring company policy is maintained
- Manage the asset register, capitalising expenditure and depreciation items in-line with company policy.
- Ensure insurance is up-to-date and cover appropriate.

Human Resources Function

Overall responsibility for delivery of TTA's HR function, observing legal and regulatory compliance.

- Manage recruitment, contracting and induction of new employees.
- Manage disciplinary, grievance procedures and contract termination, escalating as necessary to the CE.
- Ensure HR policies and procedures are kept up-to-date and implemented appropriately.
- Oversee TTA's appraisal process, performance management and the CPD and training of staff.

Other

- To act as an advocate and ambassador for TTA consistently promoting The Brewhouse its programmes.
- Carrying out any other administration tasks or organisational development work, as the Chief Executive may reasonably require, in-line with the post holder's area of expertise and responsibility.
- To minimise the impact on the environment wherever possible by implementing sustainable working practice.

Personal Specification; The ideal Candidate will possess the following skills and qualities:

ESSENTIAL	DESIRED
A commitment to TTA's values and objectives is essential.	A passion for performing and visual arts.
Qualified accountant.	Experience in like organisation and preparation of artist settlements.
Understanding of charity accounting and experience working in third sector finance.	Knowledge of Fundraising.
Ability to accurately forecast and meet financial targets.	
Excellent prioritisation skills and ability to remain calm and manage workload under pressure.	
Prior management of asset register and depreciation of capital assets.	Procurement experience.
Experience of delivering HR function within an organisation, with good knowledge of legal and regulatory compliance.	HR qualification, e.g. CIPD Level 5 or above
Excellent working knowledge of on-line Finance Software Packages, Microsoft Excel, outlook and databases and Office systems. Ability and confidence to learn new software systems quickly.	Expertise in QuickBooks and experience of Box Office systems (TTA use Spektrix).
Excellent communication and interpersonal skills – be able to communicate confidently at all levels verbally and in writing.	
Meticulous attention to detail.	

REPORTS TO: Chief Executive

HOURS: This contract is offered initially for a two-year period with the possibility to extend and be part of the restructured team in The Brewhouse's developed venue. This is a full-time post; however, we will consider candidates interested in a four-day week if highly experienced and qualified for the post.

REMUNERATION: This role is offered at £28,000-£32,000 pro rata (according to experience) paid monthly in arrears. Holiday is 28 days per year (pro-rata) including the standard Bank Holidays for England. The leave year is from April 1 to March 31. TTA operates a NEST Pension scheme for employees.

NOTICE: Following an initial six-month probationary period. The notice period will be three months either side.

PRO BONO: In keeping with the volunteer ethos of Taunton Theatre Association, all employees are encouraged to donate time and/or deliver activities beyond those contracted. This helps build rapport and good team spirit with colleagues, audiences and the large team of volunteers on whom the organisation depends.

HOW TO APPLY: Please apply completing our application form which includes provision for a short statement of how you meet the personal specification, evidenced by your previous experience.

Please send this document with a completed Equality and Diversity Monitoring Form and signed copy (page 3) of Candidate Privacy form to: **HR@thebrewhouse.net** with '**Finance & Resources**' in the subject line.

Completed forms must be received by **12.00 10 December 2018 with interviews scheduled for 19 December.**