



**HEAD OF FINANCE**

**RECRUITMENT PACK**





# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme.

The current Coliseum theatre building is at the end of its natural life and has a number of access restrictions and areas in much need of modernisation. In order to fulfil our aims of providing an accessible and inclusive experience for all, the Coliseum will be moving to a brand-new building in 2020.

**New Coliseum Theatre Project**



The new £27m Oldham Coliseum Theatre will open on Union Street within the town’s Cultural Quarter. It will be a nationally recognised centre of excellence for the performing arts, a dynamic space for learning and engagement and a focus for civic pride and confidence – serving audiences of c. 130,000 per annum in our first full year after opening. It will be a major driver in the economic and social regeneration of Oldham, providing a public space accessible to all. It will promote social and community cohesion, as a meeting place for the sharing of creative experiences between Oldham’s diverse communities.

The new Coliseum Theatre offers a major opportunity to develop income streams and reduce reliance on public subsidy driven by increased audience numbers and customer services (bars and theatre hires).

Fundraising activity will also benefit from the richer programme, increased audience and from a high-profile, visually stunning venue.

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**Productions**

Our goal is to produce high class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and old people alike are encourages to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the Company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes



to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

## Organisational

The Coliseum’s Board of Trustees meet quarterly and are responsible for leading the strategic direction of the Coliseum.

The Coliseum’s executive team consists of the Chief Executive & Artistic Director and Executive Director who lead a senior management team consisting of Head of Finance, Head of Marketing & Communications, Head of Production, Head of Customer Services and Head of Learning and Engagement.

The core team of 35 members of staff are committed to the values and ethos of the Coliseum.



# About the Role

Oldham Coliseum Theatre is seeking a dynamic Head of Finance to be a part of this exciting time as we begin the next phase of the Coliseum’s 132 year history. In 2020 the Coliseum will move to a stunning new home that will secure the theatre's long- term future as a powerhouse of creativity and enterprise in the North. We are in the midst of a programme of major change as we prepare for the exciting move to a new building.

The Head of Finance will be key to achieving our ambitious artistic vision and business plan for the next five years and beyond.

## Closing date for applications: Monday 28th May

**Interview date: week commencing 4th June**



**HEAD OF FINANCE - Job Description**

**Core Purpose**

The Head of Finance is responsible for strategic financial planning, development of financial systems and provision of financial management information for Oldham Coliseum Theatre Ltd. and its subsidiaries, ensuring due diligence and financial viability of the Company.

This role is a key member of the Senior Management Team, actively contributing to the development and delivery of the vision, mission, goals and values set out in the Coliseum business plan and playing a significant role in the leadership and strategic direction of the theatre.

# Main Duties & Responsibilities

## Strategy and Planning

* Play a leading role in business planning and strategy development, particularly relating to capital development and the growth of the business;
* Lead the production of annual and project budgets and oversee the delegation of approved budgets to budget holders;
* Play a key role in the development of an earned income generation strategy and the on-going exploitation of commercial opportunities;
* Prepare reports on all aspects of the theatre's financial operation including presentations for funding bodies, the Finance Committee and the Board of Trustees;
* Liaise with UK Theatre, Equity etc. to keep up to date with legislation, best practice and industry changes;

## Financial Management

* Develop the management accounting process and provide regular performance analysis against targets, reporting on variances and identifying/challenging recommendations for corrective actions/recovery plans;
* Manage the cash-flow forecasts and liaison with banks, ensuring the Coliseum's funds and investments are handled effectively and efficiently;
* Take responsibility for ensuring financial systems, processes and procedures are developed, monitored, are securely maintained and support both current activities and future growth;
* Manage collection of grants, fees and other income from funders, donors etc.
* Work with budget holders and where necessary provide training and support to ensure accurate financial information is maintained;
* Review and negotiate annual insurance renewals ensuring appropriate and cost effective cover;
* Oversee the Coliseum's procurement procedures.

## Accounts

* Develop and maintain appropriate accounting policies;
* Prepare annual accounts in line with the SORP and liaise with auditors to co-ordinate the Annual Report;
* Manage the sales and purchase ledger from processing to payment;
* Prepare financial settlements for co-producers, visiting companies and individual artists and ensure royalties are paid as agreed;
* Oversee the Coliseum's floats and collection of all ancillary income and bank appropriately;
* Oversee the Company's asset register.

## Statutory, Tax and Payroll

* Act as Company Secretary and oversee statutory reporting and filing to Companies House, Charities Commission and HMRC;
* Manage reporting and statutory processes for restricted funds/trusts;
* Manage all tax matters including VAT, Gift Aid, Theatre Tax Credit claims, PAYE and ensure compliance with all tax legislation;
* Prepare, adjust and manage tax, National Insurance and VAT returns, pension payments and other statutory payments;
* Supervise the weekly and monthly payrolls in accordance with contracts of employment and timesheets and ensure statutory deductions are correct;
* Ensure all wages records, for the Coliseum and for HMRC are maintained;
* Manage the Coliseum's pension schemes and act as key contact with pension providers.

# Role of a Senior Manager

The Head of Finance is a member of the Senior Management Team and contributes to the development and implementation of strategy at the theatre in accordance with the principles set out in the Management Framework and will:

* Maintain both a strategic and a fiscal overview of the organisation;
* Lead, line manage and develop highly motivated staff ensuring they are ambitious and have clear targets for their work;



* Proactively seek innovative opportunities to develop and improve all areas of the operation;
* Have an understanding of the theatre’s external environment in terms of social, technological, environmental, political and economic developments;
* Advocate for and represent the Coliseum and Oldham both internally and externally;
* Adhere to all Company policies and promote those policies and procedures across the organisation;
* Take responsibility for all areas of the organisation and facilitate effective inter-departmental working, building productive relationships across the Company;
* Maintain confidentiality within the Senior Management Team and positively communicate and support the decisions made within the team;
* Foster a culture that embraces the vision of the organisation;
* Carry out any other reasonable duties as determined by the Chief Executive & Artistic Director and the Executive Director.



# HEAD OF FINANCE - Person Specification

## EXPERIENCE

**Essential**

* Substantial experience at a senior level in a financial role
* Experience of line managing, motivating and developing staff
* Experience of working in an organisation with multiple activities and income streams
* Experience of financial reporting, accounting systems and running a month-end process
* Sound knowledge of tax legislation
* Experience of contributing to a long term business strategy
* Experience of developing, improving and simplifying systems and processes
* Experience of planning and co-ordinating a large, demanding workload in order to meet deadlines
* Experience of effectively communicating information to non-financial staff members

## Desirable

* Experience of working at a senior level in an arts organisation and/or charitable organisation with familiarity of the SORP
* Experience of working with a Customer Relationship Management system
* Familiar with Sage Accounting and Sage Payroll software
* Experience of public funding monitoring requirements
* Experience of working with auditors and producing end of year accounts

## SKILLS/KNOWLEDGE

**Essential**

* High standard of interpersonal, written and verbal communication skills
* Methodical with sound administration skills and an eye for details and consistency
* Ability to accurately input, analyse and reconcile data and accounts
* A proactive, creative and innovative approach to problem solving
* Ability to take a strategic view along with focusing on effective day to day operations
* Ability to provide challenge to senior management and the organisation
* Qualified member of an accountancy body or holder of an equivalent qualification
* Sound Microsoft Office skills, particularly Excel with demonstrable

experience of creating complex spreadsheets and systems



## ATTRIBUTES

**Essential**

* A positive outlook, thriving on the opportunity to be part of an organisation which is constantly evolving
* An active interest in theatre and performing arts
* An understanding of the importance of discretion, sensitivity and confidentiality
* Self-motivated, ambitious and assertive
* Ability to work both independently with initiative and collaboratively across the Company
* Ability to work under pressure and meet deadlines



# HEAD OF FINANCE – Terms and Conditions

**Responsible to:** Executive Director

**Line Manage:** Finance Administrator

**Pension:** You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Finance Department.

**Holidays:** 25 days per year plus public holidays

**Benefits:** Pension, discounted healthcare, childcare vouchers, travel loans, discounted gym membership, complimentary tickets, plus more.

**Hours:** There are no normal hours for this position. You are required to work as necessary for the effective discharge of your duties which may include evenings and weekends. You are contracted to work a 39 hours per week.

**Salary:** £33,712

**Notice Period:** The post will have a six month probationary period. During this time your employment may be terminated on four weeks prior notice. After the probationary period the post is subject to three months‟ notice on either side.