

OLDHAM
Coliseum
THEATRE



Head of Finance

**Recruitment Pack
June 2020**

Oldham Coliseum Theatre... supporting Oldham's vibrant and diverse community with great theatre and opportunities to learn and engage with the arts

Our Vision, our Coliseum

Whether you're bringing a babe in arms to a relaxed performance or a Coliseum regular, we want to create opportunities to enjoy and participate in great theatre for the whole community.

We offer a wide mix of drama, music, dance and comedy, with a growing emphasis on taking theatre to different spaces, from a roundabout in the town centre to theatres across the country. We create a range of opportunities in those spaces, for new drama and different ways to engage with art, especially for those who think theatre may not be 'for them'. Our studio programme showcases new writing and new artists, with a chance to see some of the best new talent in the region.

The Coliseum is where you might have your first-ever theatre experience, from seeing our traditional pantomime to a family-friendly show. You might even get to tread the boards at a festival of choral speaking or celebrating Shakespeare, or collaborate with other schools to create your own piece of drama.

We create a range of opportunities for young people to engage with theatre, from attending our TheatreLAB and youth steering group to participating in our award-nominated Teaching Theatre Pathways course for young people not in work or education.

We create opportunities not only to be uplifted and entertained but to meet and talk about theatre (through our Full Circle group) and to create work inspired by - and to inspire - artists of all kinds.

Art crafted by people of different ages and backgrounds, including adults living with dementia, has found its way to our stage through a shared creative experience and with the financial support of a valued range of partners. We want to extend its reach, creating more opportunities for enjoyment and participation.

Theatre grows and thrives at the Coliseum, expressed in many forms. By everyone, for everyone.

The Coliseum's Vision, Mission and Values

Vision	
<p>The Coliseum's vision is to enhance and enrich the lives and life chances of the people of Oldham and to inspire a new generation of artists.</p>	
Mission	Values
<p>Oldham Coliseum Theatre is the leading cultural organisation in Oldham, supporting its vibrant and diverse community with great theatre and opportunities to learn and engage with the arts.</p> <p>We will deliver this through collaboration, inspiring arts and our communities to deliver exciting new work; we will do this in spaces and places around Oldham.</p>	<p>In support of artistic excellence, we commit to the following values:</p> <ul style="list-style-type: none"> • Innovation: embracing new ways of working to achieve positive change • Creativity: enabling imaginative ideas to flourish • Inclusiveness: involving people who might otherwise be marginalised and with a focus on supporting BAME and working class communities • Community: promoting a strong ethos of service to the public, based on teamwork and mutual respect • Collaboration: working with a wide range of stakeholders and partners
Aims	
<ol style="list-style-type: none"> 1. Commission, produce and present exceptional work relevant to our communities 2. Develop and support new and emerging talent within Oldham, Greater Manchester and the wider region, widening access to artists with protected characteristics and supporting artists to develop and express their creativity 3. Provide a range of accessible participatory projects and establish a centre of educational excellence for theatre 4. Develop new arts audiences for the future 5. Ensure a sustainable and well-managed company, defined by good governance, inclusive leadership and effective financial stewardship 	

Our History

The 'accidental' beginnings of the Oldham Coliseum Theatre date back to 1885 when a Mr Myers contracted local carpenter Thomas Whittaker to build a Grand American Theatre in the heart of Oldham. Unfortunately Mr. Myers found himself without the funds to pay for the completion of the theatre and, following a court case, Thomas Whittaker found himself adding theatre owner to his list of titles.

The Colosseum, as it was originally titled, opened on Fairbottom Street, Oldham on the site of old mine workings. Originally a circus, the building has undergone a number of changes of use in the intervening years including a music hall, cinema and theatre. In 1932, the Colosseum was closed. In 1939 The Oldham Repertory Theatre Club leased the building; renaming it the Coliseum, they operated it as a private theatre club in order to overcome licensing restrictions. The building was purchased by the club in 1946 and continued to operate as a private club until 1977 when it was taken over by Oldham Council. The Oldham Coliseum Theatre Ltd was set up and a charitable trust established to manage the Company.

Building on this rich history, we are now working to a new business plan which sees Oldham Coliseum Theatre as a key contributor to the communities of Oldham and Greater Manchester, supporting the region's economy and contributing to its rich cultural offering.

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 encouraged 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 at least quarterly and are responsible for leading the strategic direction of the Coliseum. The Finance Committee meets monthly as far as possible.

The Coliseum's Executive team comprises the Chief Executive and Artistic Director; they lead a senior management team consisting of Head of Finance, Head of Marketing & Communications, Head of Production and Head of Learning and Engagement.

The core team of around 30 members of staff are committed to the values and ethos of the Coliseum.

Finance Department

The Finance department comprise the Head of Finance and the Finance Administrator.

The Finance Administrator primarily focuses on the allocation, processing and payment of all invoices, expenses, credit card transactions and petty cash transactions, banking of cash and cheques and preparation of weekly and monthly payrolls.

Coliseum Finances

Oldham Coliseum Theatre has two registered companies: Oldham Coliseum Theatre Ltd and Oldham Coliseum Theatre Productions Ltd, a dormant commercial account.

The main theatre company (Oldham Coliseum Theatre Ltd) is a charity with a turnover of £2.3 million. Approximately 67% of income is self-generated while around 33% per year is received from grant funding, primarily from Arts Council England.

We manage our finances and payroll in house using Sage.

About the Role

Oldham Coliseum Theatre is seeking a dynamic Head of Finance as we begin the next phase of the Coliseum's 135-year history.

We have been through a year of major change, developing a new business plan to set the course for the next four years. Our plans have inevitably been disrupted by the coronavirus pandemic and we will need to manage our finances carefully as we emerge from lockdown and continue creating work.

The Head of Finance will be key to supporting us in achieving our ambitious artistic vision and business plan for the next four years and beyond. We are looking for a finance professional with experience of leading and managing a finance function, ideally in the arts sector or similar.

Closing date for applications: 13th July 2020

Interview date: week commencing 19th July OR 2nd August

HEAD OF FINANCE - Job Description

Responsible to:	Chief Executive
Responsible for:	Finance Assistant
Place of work:	Oldham Coliseum Theatre, or any location as required
Salary:	£33,712
Hours of work:	156 hours to be worked flexibly, usually distributed across a four week period; this equates to an average of 39 hours per week.
Holiday entitlement:	20 days (pro rata) per year rising to 22 days (pro rata) after three years' service and 25 days (pro rata) after five years' service, plus public holidays.
Benefits:	Pension, discounted healthcare, childcare vouchers, travel loans, discounted gym membership, complimentary tickets, plus more.
Period of notice:	The post will have a three-month probationary period. After the probationary period the post is subject to three months' notice on either side.
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 Chief Executive.

Job Title: Head of Finance

The Head of Finance will be a key member of the Coliseum's Senior Management Team and will actively contribute to the development and delivery of the vision, mission, goals and values set out in the Coliseum business plan. They will work closely with the Executive, the Board and with colleagues, playing a significant role in the leadership and strategic direction of the theatre and ensuring the effective and efficient operation of the Finance department. They are responsible for strategic financial planning, all financial processing, 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.

MAIN DUTIES AND RESPONSIBILITIES

Planning, budgeting and financial analysis

- Coordinate and lead the annual budget process, supporting and providing challenge to budget holders
- Present the budget to the Senior Management Team
- Hold monthly meetings with budget holders to review performance against targets, challenge assumptions, make recommendations for corrective actions, and produce a latest forecast for the full year.
- Prepare, present and explain financial reports to the Finance Committee and the Board of Trustees

Financial Management

- Manage the Company's finances, ensuring accuracy and timeliness of information
- Manage cash-flow and liaison with banks, ensuring funds are invested, controlled and safeguarded appropriately.
- Review financial processes and procedures on a regular basis to ensure high levels of financial control
- Ensure collection of grants, fees and other income from funding partners, sponsors, donors etc.
- Oversee the workload of the Finance Assistant, agreeing priorities and providing support as required
- Prepare financial settlements for co-producers, visiting companies and individual artists and ensure payment of royalties
- Review and negotiate effective annual insurance renewals
- Ensure the effective management of cash, including collection and banking of all ancillary income

Accounts

- Be responsible for the production of monthly management accounts including reserves movements and cash flow projections
- Ensure all monthly balance sheet reconciliations are completed and reviewed
- Prepare annual accounts in line with the SORP and liaise with auditors to co-ordinate the Annual Report

Statutory/Regulatory, Tax and Payroll

- Prepare financial reports for primary funders
- Manage reporting of restricted funds/trusts
- Manage all tax matters and ensure compliance with all tax legislation;
- Prepare claims for Theatre Tax Relief;
- Have overall responsibility for weekly and monthly payrolls
- Be the key contact for the Coliseum with external parties including Auditors, Pension Provider and HMRC
- Liaise with UK Theatre, Equity etc. to keep up to date with legislation and best industry practice
- Oversee the Company's asset register

Senior Management responsibilities

The Head of Finance is a member of the Senior Management Team and contributes to the development and implementation of strategy at the theatre and will:

- Play a leading role in business planning and strategy development, particularly relating to capital development and the growth of the business;
- Maintain both a strategic and a fiscal overview of the organisation;
- 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 and Artistic Director.

HEAD OF FINANCE - Person Specification

SKILLS/KNOWLEDGE/EXPERIENCE

Essential

- Qualified member of an accountancy body or holder of an equivalent qualification
- Experience at a senior level in a financial role
- Experience of preparing financial statements in accordance with the Charities SORP
- Experience of preparing and presenting monthly management accounts
- Experience of line managing staff
- Experience of planning and co-ordinating a large, demanding workload in order to meet deadlines
- Demonstrate a strong commercial awareness
- Ability to demonstrate an ability to communicate information to non-financial staff
- 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
- Sound Microsoft Office skills, particularly Excel

Desirable

- Experience of working at a senior level in an arts organisation
- Familiar with Sage Accounting and Sage Payroll software
- Sound knowledge of tax legislation
- Experience of public funding monitoring requirements
- Experience of working with auditors and producing end of year accounts

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