

## FINANCE MANAGER

### JOB PACK

## Actors Touring Company is looking for a FINANCE MANAGER

*This is an exciting opportunity to join ATC's team, supporting our work and our mission.*



*Anya Murphy in AMSTERDAM by Maya Arad Yasur, directed by Matthew Xia,  
Co-production with Theatre Royal Plymouth & Orange Tree, March 2020 (photo: Steve Tanner)*

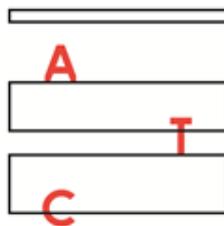
***“ATC is a portable portal to the world”  
Artistic Director Matthew Xia***

Read more about Matthew Xia's vision for ATC and his rallying cry for change, [HERE](#)

## ACTORS TOURING COMPANY

[www.atctheatre.com](http://www.atctheatre.com)

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



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### ABOUT THE JOB

The Finance Manager is a role ideally suited to someone who works for a portfolio of organisations. We envisage that the Finance Manager will work with ATC for up to 6 days per month, to administrate financial systems and prepare core financial reports.

The role could be done remotely or in the office: preferably a combination of both.

You'll be an experienced finance manager with a track record in supporting arts organisations or small charities.

You'll have a strong eye for detail, and be a clear communicator to a variety of stakeholders.

### JOB DESCRIPTION

#### Administration and systems

- Administrate and maintain accurate financial records using QuickBooks
- Be responsible for financial administration and payroll, including paying staff, company and creative team wages, allowances and expenses and making monthly returns for NI/PAYE to HMRC
- Issue invoices and track incoming monies; raise purchase orders on behalf of production staff; liaise with delegated budget holders to ensure an effective overview of expenditure

#### Processes and Risk Control

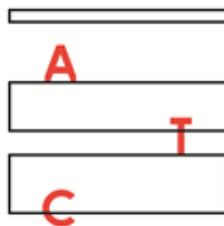
- Ensure smooth processes around internal financial procedures and communicate these clearly to staff and freelancers
- Raise any concerns relating to financial matters to the Executive Director in a timely fashion

#### Budgets

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- Support the Executive Director in creation and management of the company's Annual Budgets
- Produce Budget Reports on each ATC production

### Cashflow

- Produce regular cash flow reports as required by the Executive Director, Board or Board sub-committees.

### Banking

- Be responsible for liaison with the company's bank.

### Audit and Accounts

- Manage the process of preparing and submitting annual accounts and charity returns, liaising with the Executive Director and ATC's external accountants

### Theatre Tax Relief

- To administrate the Theatre Tax Relief claim in liaison with ATC's external accountants, ensuring that all paperwork is prepared.

### Reporting

- **Management Accounts**  
Be responsible for reconciliation of the company accounts, VAT returns and the creation of the Quarterly Management accounts for presentation to Board and the Board Finance Sub Committee, in consultation with the Executive Director
- **Year-End Accounts**  
Be responsible for the year end accounts, ensuring accruals and prepayments are processed to reflect ATC's activity

### Essential Meetings (remote or in-person)

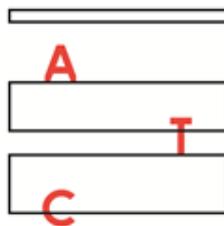
#### *You will be expected to attend the following meetings*

- **Quarterly Board meetings** (middle Monday of the month, March – December, usually 6pm – 7.30pm)

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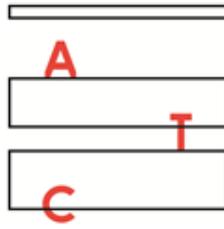
- **Quarterly Finance Sub Committee meetings** (usually 3 weeks in advance of Board meetings) and **Occasional** ad hoc finance committee meetings
- **Regular** catch-up meetings with the Executive Director and the team, at mutually agreeable times

<b>Annual Fee</b>	£10,000 + VAT if applicable
<b>Flexible working</b>	We are open to flexible working patterns for this role. We are really happy to discuss whatever might be the best arrangements for you <i>We are strongly committed to the principles of PIPA – for more info on what that means, see <a href="https://pipacampaign.org">https://pipacampaign.org</a></i>
<b>Access</b>	ATC is an inclusive employer and supports the individual needs of all staff members. If there are adjustments we can make to adapt this role to the specific needs of the post-holder, we will commit to doing so. We aim to meet the access needs of applicants at all stages of the recruitment process - please contact us if you feel we've missed anything
<b>Notice</b>	2 months on either side (Probationary Period of 1 month)
<b>Line Manager</b>	Executive Director
<b>Holiday</b>	25 days per annum pro rata based on 6 days per month
<b>Location</b>	ATC's office will be based at Carlton Mansions, part of the new Brixton House arts development, London SW9 8GL, from December 2021  We are currently operating a hybrid model, flexibly combining home and office-based working. We anticipate this continuing for at least the next few months
<b>Hours of work</b>	Flexible working hours and days. We expect the role to work up to 6 days per month
<b>Right to work</b>	The post-holder must have the legal right to work in the UK

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## ABOUT YOU

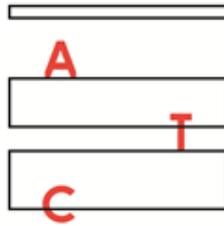
*These are the qualities and experiences we think you will need to fulfil this role. They might all apply to you, or only some. If, after reading the role description, you feel that you would be right for the job, we want to hear from you. **You don't need to have ALL the above qualities, just SOME of them.***

- You love theatre and/or live arts and performance
- You identify with ATC's mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants

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- You have a demonstrable track record in finance administration
- You have an understanding of the needs of arts organisations or small charities. You will have a head start if you understand the working practices of a theatre producing organisations; and of Arts Council England in relation to the National Portfolio
- You have a forensic eye for detail
- You love presenting financial reports in a clear and concise way
- You are brilliant at organising and prioritising – for yourself and for your colleagues
- You have excellent administrative / IT skills

## ABOUT US

**Actors Touring Company (ATC)** is a theatre company that **creates dialogue between Britain and the rest of the world** – and between the **intersecting cultures within our country**. It is one of the only UK theatre companies committed to producing plays that come from beyond our shores.

**We amplify the voice** of the ‘outsider within’, and the **cross-cultural communities at the heart of our nation**.

**We are a leading commissioner of plays by writers from the global cultures within the UK.**

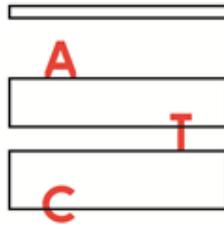
Founded in 1980, ATC is a company that is continually evolving and seeking to reflect the UK of the 21<sup>st</sup> century in our work and the creative practitioners and communities we collaborate with and serve. In the last few years, we have produced plays from Australia, Norway, the US, Germany, Israel and Russia - bringing international voices to school and village halls, studio theatres and main houses across the UK, from Scarborough to Plymouth and everywhere in between.

Signature productions include: *The Brothers Size*, *The Events* and *Amsterdam*, the ATC debut of Artistic Director Matthew Xia.

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### Current projects include:

- [Family Tree](#) co-commission with the Young Vic, produced with Greenwich & Docklands Festival 2021; to be further developed in 22-23
- [Rice](#) a European premiere, produced with the Orange Tree Theatre in Autumn 2021 and on tour nationwide in 2022

ATC is led by a joint executive of Artistic Director and Executive Director. From 2022, the Joint CEOs will work alongside by a new team of Administrative Director, Associate Producer and Finance Manager. We also run an Associate Director programme to support professional and artistic development of emerging directors, aimed at improving socio-economic diversity in future arts leadership. The programme's current Associate Director is Ameera Conrad.

The team has been working from home since March 2020. We have recently begun the transition into hybrid working, which we will continue as we move into our new office space at [Brixton House](#).

## HOW TO APPLY

You can apply in writing, or by sending us a short video or audio.

### What to include:

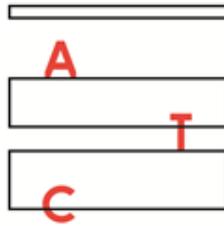
Tell us:

- Why you are interested in working with us
- Tell us about your relevant experience with organisations similar to ATC
- Tell us about something you've seen or experienced that inspired or influenced you - arts experience – it could be a play, a gig, an exhibition, a festival
- Please tell us anything else you think is relevant, different or interesting!

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- Please include contact details for two champions of your work who know you in a professional capacity.
- A completed equal opportunities monitoring form (this is an online form – link [here](#))
  - NB the information on the monitoring form is anonymous, used for data monitoring purposes only and does not affect your application.

### WHAT TO SEND

- Application including -
  - Letter (no more than 2 sides of A4)  
OR
  - Video (no more than 5 minutes)  
OR
  - Audio (no more than 5 minutes)
- Equal opportunities monitoring form - *this is an online form – link [here](#)*
- Contact details for 2 champions of your work (we will take up references if you are shortlisted)

To: [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com)

**Deadline: Midday, Monday November 1<sup>st</sup>**

### WHAT HAPPENS NEXT

#### **By November 5**

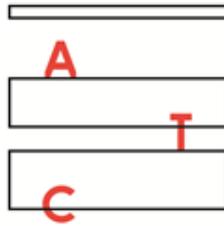
*We will let you know if your application is successful*

*If we're selecting you for interview, we will get in touch to make arrangements*

#### **w/c November 8**

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### *Interviews*

- We hope that these can be conducted in person, although are aware that this may not be possible
- We will send you the interview questions in advance to help you prepare
- The interview will focus on your approach to the job and how we might each benefit from working together
- The interview will last around 30 minutes
- We may ask you to provide samples of your work (Management Accounts, Budgets, etc.)

### **By November 15<sup>th</sup>**

#### *Appointment*

- We will appoint the Finance Manager and let the interviewed candidates know whether they have been successful
- Feedback will be available to all longlisted candidates

### **By January 10<sup>th</sup>**

#### *Finance Manager begins working with us*

- There will be a handover period with the current Finance Manager

## QUESTIONS?

**You are welcome to contact us for an informal chat.**

To arrange, just drop us a line on [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com)

Let us know a bit about what you'd like to discuss, and what way you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

No question is a bad question 😊 Please just ask.

**We want to hear from YOU.**

**Get applying!**

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