

FINANCE MANAGER

INFORMATION PACK FOR APPLICANTS



the
Rep

Photo by Hannah Kelly

ABOUT THE REP

We're all about the live experience – whether you're coming to see a show, taking part in a workshop, or dropping in for a coffee. We work with partners across the UK and internationally on creating brand new productions and community projects.

You can find us performing live on our three stages here in Birmingham (The House, The Door and The Studio), in the West End, or touring globally. We might pop up on your doorstep in local streets, in schools and colleges, in shops, parks and city squares.

We nurture artistic talent through new writing, directing, technical and casting programmes with young professionals and up-and-coming names. While results can take years, we know it's worth the wait as we believe diversity to be a strength in our society, with art and culture belonging to all. We are a theatre for everyone.

Looking out over Centenary Square's fountains, extensive work on our building will soon be completed making us even more accessible. With our allies at the spectacular Library of Birmingham, our neighbours at Symphony Hall, our new friends at the University of Birmingham Exchange plus the vast social and commercial whirl of Paradise and Brindley Place, there's never been a better time to consider joining us.





ABOUT THE ROLE

This is an exciting opportunity to join The REP's Finance team and contribute towards a new finance strategy. This will involve leading the day to day management of the service team and contributing toward all aspects of the strategy, which includes a reset of our financial systems and processes to build resilience across the organisation and supporting our commercial businesses. The successful candidate will work with autonomy and be accountable for delivery with oversight and sign-off being provided by the Finance Director.

The person in this role will be responsible for delivering two key parts of the finance strategy:

Team Management:

Managing a team of three finance officers working across payroll, sales and purchase ledgers and a range of tasks. This will involve overseeing all month-end tasks, payroll, supplier payments and customer invoicing and debt collection and working collaboratively with all teams in the organisation. Self-development is crucial and the successful applicant will provide development guidance to the finance officers to support them to deliver excellent service to a high standard

There is an opportunity to contribute a broad range of financial, commercial and team managing knowledge which would particularly suit someone with experience and ideas about continuous improvement, attention to detail and excellent customer service.

Unique Venues Birmingham:

The REP owns Unique Venues Birmingham Limited (UVB), a specialist events business which works with the Library of Birmingham to offer a range of diverse venues within the theatre and library buildings for private and corporate events. The REP's finance team support UVB with all financial related matters.

This is an opportunity for the successful applicant to lead all finance support to UVB's commercial team. This will involve taking the lead on management accounts with assistance from a finance officer, and preparing and presenting financial information to UVB's board. Developing a strong rapport with UVB's commercial team is crucial to The REP's support of the business.

DUTIES AND RESPONSIBILITIES

- Escalate any finance risk, gaps and issues identified to the Finance Director
- Assist Finance Director with annual statutory accounts preparation
- Supervise team in day to day tasks and work with individuals on their development objectives
- Review monthly payroll and supplier payment lists
- Review and continual improvement of internal controls and processes
- Preparation of quarterly VAT returns
- Supervise management accounts preparation process for subsidiary companies
- Supervise month-end tasks ensuring a high quality delivery, on time
- Draw upon experience to help to re-think and re-design processes and practices to create better, leaner, simplified ways of doing things
- Team development initiatives via training and coaching to become more empowered and capable in finance processes
- Review vendors and suppliers across the organisations – implementing a review framework and tender process
- Actively contribute to continuous improvement by implementing and improving control, rigour and governance across all finance processes
- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

YOU MUST HAVE

- 2-3 years' experience working in a Finance team at senior assistant/assistant manager/manager level
- Qualified in ACCA or equivalent professional body
- Experience in supporting Finance department processes.
- A working knowledge of current accounting principles and best practice related to internal controls environment.
- Knowledge of preparing management and statutory accounts
- Experience in a large database and in handling sensitive data
- Able to work at pace, with accuracy and diligence
- Able to self-start, navigate through some degree of ambiguity and manage own time and workload
- Acts as an ambassador for the people team by showing warmth, reliability and trustworthiness
- Excellent skills in all Microsoft office packages, particularly excel.

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

ABOUT YOU



IT'D BE GREAT IF YOU HAD

- Experience of managing a team of three to four people
- A basic understanding of current accounting principles and charity commission guidelines
- Experience in Access Dimensions and Payrite or similar finance and payroll systems
- Experience in an arts organisation
- Able to work remotely from home

ABOUT YOU

THERE'S NO SUCH THING AS PERFECTION...

At Birmingham Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for.

Your Birmingham Rep

It's important to us that The Rep reflects the communities we serve in our city, and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented in our workforce as we want them to be. We want our theatre to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

To discuss any reasonable adjustments or access considerations to allow you to participate fully in an interview, please send us an email to RepTalent@birmingham-rep.co.uk



Photo by Johan Person

RAMPS ON THE MOON

Alongside New Wolsey Theatre, Ipswich; Theatre Royal Stratford East; Nottingham Playhouse; Leeds Playhouse; Sheffield Theatres and strategic partner Graeae Theatre, The Rep is part of Ramps on the Moon.



Photo by Robert Day

Ramps on the Moon enriches the stories we tell and the way we tell them by normalising the presence of D/deaf & disabled people both on and off stage. As a collective we share learnings between each venue and across the industry to enable theatre buildings and

Each organisation has committed to a programme of organisational change including:

- Embedding D/deaf and disabled people throughout their organisations.
- Putting access and inclusion on the agenda of all meetings.
- Creating long term employment and training opportunities for Deaf and disabled people.
- Committing core production expenditure to the project, alongside the specific additional project funding.
- Acting as a hub within its own region to disseminate experience, information and good practice.

More information can be found at **rampsonthemoon.co.uk**.

FLEXIBLE WORKING

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

NON-CONTRACTUAL BENEFITS

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The Rep food and drink outlets (when available)

We want all staff to see as many of our shows as they can and share in the excitement of being one of the first audiences to see a new production come to life on stage. To ensure everyone has a chance to attend shows, every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets to most shows as well as competitive discounts throughout the year.



Photo by Pamela Raith

PERIOD OF WORK

This is a permanent contract.

PAY

Up to £37,000 per annum pro rata commensurate with experience.

HOURS

Full time (39 hours) 5 days per week.

HOLIDAYS

20 days per year plus public holidays, pro rata. The holiday year runs from 1 September to 31 August each year.

NOTICE PERIOD

The notice period will be 2 months.

the Rep



THAT'S IT FROM US, NOW WE'D LOVE TO HEAR FROM YOU



Photo by Tom Wren

Click '[Apply Here](#)' to be redirected to our application portal and then follow the instructions to enter your details and upload your CV. We accept alternative forms of application such as audio or video. Please use the job description and application form on our website to provide up to 5 minutes of content as your supporting statement.

The deadline for receipt of **applications** is **24th January 2022 at 12pm**

Interviews will be held on **7/8th February 2022**

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. For this recruitment, we strongly advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

DIVERSITY MONITORING

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

ANY QUESTIONS?

If you have any questions about the recruitment process or if you'd like to discuss the role further, please email us at RepTalent@birmingham-rep.co.uk

