

ALMEIDA THEATRE

Background information

The Almeida Theatre was founded in 1980 and is a leading producing London theatre company with a national and international reputation for producing work of the highest standard, achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

A small room with an international reputation, the Almeida began life as a literary and scientific society, complete with library, lecture theatre and laboratory. From the very beginning, the building existed to investigate the world.

Since 2013 the company has been led by Artistic Director Rupert Goold and Executive Director Denise Wood and through their leadership the company has gone from strength to strength. Under Rupert Goold's Artistic Directorship, the heart of the Almeida's vision is to make bold work which challenges and questions theatre and the world we live in, bringing together the most exciting artists to interrogate, provoke and entertain audiences through new writing and reinvigorated classics.

We strive to inspire the audiences and theatre makers of the future. Every year we reach over 8,000 young people through our Young Artist, schools, and community outreach programmes. We run our regular For Free festivals and offer £5 tickets for every production to those 25 and under.

London Theatre of the Year in 2018 & 2016

Recent production highlights include:

- Rupert Goold's productions of **Albion** (also BBC Four) and his Olivier and Tony Award-winning production of **Ink** (also West End and Broadway)
- Rebecca Frecknall's Olivier Award-winning **Summer and Smoke** (also West End)
- Robert Icke's productions of **The Doctor** (due to transfer to the West End in 2021), **Hamlet** (also West End and BBC Two) and **Mary Stuart** (also West End and UK tour).

Job Description

Job Title: Finance Manager

Job Brief: The Finance Manager is responsible for the day to day operation, accuracy and integrity of the financial accounting systems within the organisation. They are responsible for producing monthly accounts, undertaking variance analysis and implementing financial controls. They will work with the Head of Finance and manage the Finance Officer. They will be a good communicator, with the ability to work with a range of staff across all departments, have excellent analytical and spreadsheet skills, hands on experience as well as a formal accounting qualification (or part qualification) such as AAT or ACCA/CIMA.

The post holder will have ambition and enthusiasm to drive change in the department to meet the needs of an evolving organisation.

Reports to: Head of Finance

Responsible for: Finance Officer

Key Responsibilities: Management and control of the finance function

Specific Responsibilities:

Reporting and Accounts

- Production of draft Monthly Management accounts for the Almeida Theatre and overseeing the production of the trading subsidiary accounts – Almeida Productions and Almeida Theatre Catering.

- Balance sheet and control account reconciliation, preparing draft TB, reconciliation of income from box office, members and individual givers, sponsors, other sources of income. Bank reconciliation. Reconciliation of inter-company accounts.
- Prepare draft production accounts at the end of each show, inter-company transactions with Almeida Productions trading subsidiary.
- Preparation of monthly VAT return including partial exemption calculations
- Work with budget holders to keep monitoring systems upto date, ensure accuracy and completeness of records, identify variances and discrepancies.

Annual Audit

- Assist with annual audit, preparation of fixed asset schedule, payroll and VAT reconciliation. Preparation of catering accounts prior to audit.

Payroll and Pensions

- Oversee Finance officer who has primary responsibility for the preparation of weekly and monthly payroll, check payroll is prepared correctly. Variance analysis payroll vs salaries budget
- Ensure compliance with payroll legislation and that adequate operating systems are in place
- Key contact with pensions providers, Scottish Widows, Now Pension and Equity
- Submissions to HMRC, P32, Furlough claim, maternity pay etc
- Preparation of calculations relating to Foreign entertainers.

General

- Implement Financial Controls across the organisation, plan and undertake internal audits as required.
- Represent the Finance Team at internal Company and Ops meetings, report as required.
- Attend Finance Committee meetings and minute taking
- Monitoring bank accounts, balances, preparation of inter-bank transfers to maximise interest from cash resources.

Equality, access and diversity

We want to create and sustain a productive, diverse and inclusive working environment, reflecting the communities and audiences that we are part of and we ask everyone who works with us to champion this ambition and embed it in their day to day work. This is monitored through our Equality Policy and tracked in our annual action plan.

Environmental sustainability

We aim to be an environmentally sustainable organisation, and ask that our all our teams work in accordance with this. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

Any other duties as required by the Finance department.

Person Specification

Essential:

- Full or part qualified ACCA/CIMA (or similar)
- 3 years managerial experience in a similar organisation
- Experience of Sage Line 50 and Sage payroll
- Excellent and proven IT skills including excel (vlookup, pivot tables etc)
- Accounts preparation to TB and Management Accounts
- A proven track record of managing individuals within a finance team in a small to medium size organisation
- An understanding of Charity VAT, and PAYE
- Experience of Charity Accounts and SORP
- A good communicator and advocate for the department
- Enthusiastic team player and internal communicator
- Efficient and methodical
- Accuracy and attention to detail
- Responsible and reliable
- Ability to work across tight deadlines and manage a diverse workload

Desirable:

- Experience of dealing with transactions in other countries
- Experience of production and or project accounting
- Experience of charity and/or arts environment
- Interest in theatre

Summary of conditions of employment:

This post is offered as a permanent, full-time position

- Salary: £39,000 – £41,000 per annum (dependent on experience)
- Working hours are 10.00am – 6.00pm, Monday to Friday
- Holiday: 20 days per annum (bank holidays are in addition to this), rising to 25 days per annum pro rata after two years service
- Probationary period: 3 months
- Notice period: 3 months
- Pension: as part of auto-enrolment you may be eligible for NOW pension.
- The Almeida contributes 3% of basic salary to a stakeholder pension scheme, (Scottish Widows are the provider), following 6 months service and successful probationary period
- Other benefits: theatre ticket subsidy scheme, staff discount in the Almeida bar and other local amenities, season ticket loan, training and development opportunities
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN

Deadline for application: 9am, Monday 12th April 2021

Start date: June 2021