

Finance & Operations Manager

Introduction

Founded in 2006, 20 Stories High has established itself as one of the leading young people’s theatre companies nationally, and has won a series of prestigious awards and commissions.

20 Stories High tours to theatre venues and community spaces and runs a range of participatory projects. We are part of the Arts Council’s National Portfolio of funded organisations and, are a registered charity.

**Vision**

20 Stories High make theatre with…

young people from excluded communities, emerging & world-class artists

to tell stories that are…

**gritty, lyrical, melodic, rebellious,**

**contemporary, mashed-up, authentic, original,**

**visual, challenging, youthful, tender**

**anarchic, diverse, surprising, booming,**

**political, funny, collaborative and heart-felt**

We bring young people into theatre venues and go out into their communities.

We hail from Liverpool, but our reach is national

We believe everybody’s got a story to tell...and their own way of telling it...

**Values**

20 Stories High value… Playfulness, Equality, Excellence, Honesty, Hope, and being Political

Job Description

The Finance & Operations Manager is responsible for the overview, management and smooth running of 20SH's organisational, financial, HR and Health & Safety systems, working in collaboration with the Executive Director and Administrator.

The Finance & Operations Manager reports to the Executive Director, line manages the Administrator and works closely with other staff, freelancers and young people.

Terms and Conditions

**Hours of Working:** This is a part time role and the normal working week is 22.5 hours (We are open to negotiation about the distribution of these hours across the week - and also to alternative part-time proposals).

**Contract:** Permanent

**Annual Salary:** £26,000- £28,000 (pro rata)

**Annual Holiday:** 25 days p.a. (pro rata)

Responsibilities

**Artistic Vision and Programme**

* Feed into the development of the vision of the company as part of the business planning process
* Attend shows and other programme activities as agreed, including participating in our 2018-22 ‘State of Mind’ (mental health and wellbeing) programme.
* Engage with young people who are part of 20 Stories High programme

**Financial:**

To take the lead, manage and have the overview of 20SH finances, working in collaboration with the Executive Director, supported by the Administrator, including:

* Ensuring the effective and timely management of the processing, recording and security of the day to day finances of the company in line with the Financial Controls Policy
* Creating and managing organisational and project budgets
* Producing financial reports for 20SH Board, Finance Sub Committee and stakeholders, working with our accountants on the production of annual accounts/audit
* Leading on HMRC matters including Theatre Tax Relief, Gift Aid etc
* Liaising with contractors and suppliers on financial matters
* Ensuring banking is undertaken on a regular basis
* Whilst this position is not responsible for writing funding applications, the Financial & Operations Manager will lead on communication with funders

**Operational Management**

To take the lead, manage and have the overview of 20SH of operational systems, HR, evaluation and monitoring, supported by the Administrator, including:

* Office and premises; information technology; GDPR; telephones; equipment; office supplies; hires, ensuring that all are kept fully operational, secure and in good working order
* Ensuring all necessary insurances and licenses are in place and updated regularly
* Having an overview of 20SH suite of Policies, ensuring these are updated in a timely fashion
* Ensuring the Board and Sub-Committees are communicated with effectively and that members have the information they require to make informed decisions

**Human Resources and Legal Requirements:**

To take the lead, manage and have the overview of 20SH Human Resources and all legal requirements, supported by the Administrator, including:

* Keeping abreast and have up to date knowledge of legislation and best practice within the creative sector/companies/charities, to feed into 20SH policy development, staff and Board knowledge
* Having an overview of 20SH’s Health and Safety Policy requirements procedures and reporting
* Ensuring all staff contracts are in place and reviewed, as necessary
* Overseeing compliance and processing of all DBS and Safeguarding forms and licenses
* Leading on required staff training, appraisals, risk assessments
* Ensuring all HR records are kept updated, as required
* With appropriate staff, leading on 20SH recruitment and selection processes with necessary induction

**Sustainability and Development**

* Develop and maintain positive relationships with a range of partners and stakeholders
* Contribute to the development and delivery of the Business Plan
* Feed into the drafting of the 20SH fundraising plan to create a financially resilient organisation
* Lead on the delivery and regularly update of 20SH Environmental Policy and Action Plan, keeping abreast of national and international developments appropriate to 20SH development, sharing knowledge as necessary
* To have an understanding of the record keeping of all data relating to audience, participation and other activities required for reporting to funders and Board
* Work with the 20SH team to:
  + Advocate for cultural diversity, social inclusion and young peoples’ voices in theatre
  + Ensure 20 Stories High’s work is as accessible and inclusive as possible
  + Ensure well-being and positive mental health are at the centre of the company’s practice

**General**

* The core staff team at 20SH is small and there is an expectation that all staff members will take a hands-on role and work together to successfully deliver the programme, with individuals undertaking and being responsible for the administration for company business and projects as required

Person Specification

**Essential**

Knowledge, skills and experience

* Two years relevant experience of managing an organisation‘s finances
* Demonstrable ability to manage the company finances, including: preparation of management accounts, reconciliations, budgets, cash flow, invoicing, use of accounting software and creating required reports
* Experience of working with a range of funding bodies and income streams
* Knowledge of managing Human Resources including employers’ legal responsibilities
* Excellent administration, office and IT skills
* An understanding of diversity and equality in their broadest senses, and in particular an understanding for the creative case for diversity in the arts.
* Experience of managing staff, freelancers and/or contractor relationships

Personal Qualities

* Excellent communication, interpersonal and presentation skills
* Ability to learn quickly and work under pressure
* High motivation, a good team player with a flexible approach to work
* Good organisational and time management skills and the ability to work to strict deadlines
* An ability to act as an advocate and represent the organisation and its values
* An openness to working and engaging with young people
* A sense of humour

**Desirable**

Knowledge, skills and experience

* Experience of contracting, negotiation and co-producing
* Experience of working in theatre administration
* Management experience within a small-scale arts organisation
* An up to date knowledge of the arts, specifically in the UK
* Knowledge of environmental issues in the arts with a willingness to increase learning

**General**

* The Finance & Operations Manager will be expected to develop an in-depth understanding of the artistic policy, programming, participatory policy, audiences and venues of 20 Stories High
* The Finance & Operations Manager will be expected to work in line with the current management values, ethos and objectives

To apply

If you would like to apply for this role, please complete 20 Stories High’s Application Form and Equal Opportunities Form (below) and return by email to our Administrator, Amy Thompson. Please note that CVs will not be accepted. The application form can be downloaded from our website or requested from Amy.

The deadline for applications is **9am Monday 24th February 2020.** Applications received after this date and time will not be considered. The recruitment day will be held on **Wednesday 4th March 2020 at Toxteth TV,** with a start date as soon as possible after appointment.

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**APPLICATION FORM**

**Application for post of:**

**Finance & Operations Manager**

**Please use black ink or type.**

**1. General information**

|  |
| --- |
| Surname: |
| First name: |
| Address: |
| Telephone: |
| Telephone (mobile): |
| Email: |
| What is your preferred means of communication? (please delete)  Telephone (day/evening/mobile):  Email : |

**2. References**

Please give the name of two referees. One should be your present or most recent employer.

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| --- |
| *Referee 1*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |
|  |
| *Referee 2*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |

## 3. Education and qualifications

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| --- |
| **Dates (from / to):** |
| Name of School/College/ University |
| Qualifications / Exams taken: |
| **Dates (from / to):** |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| **Dates (from / to):** |
| Name of School/College/University: |
| Qualifications / Exams taken: |

## 4. Training and professional development

Please use the space below to provide information on any relevant training (both formal and non-formal), qualifications or professional development. Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

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## 5. Current employment

Please give details of your present or most recent employment.

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| --- |
| Employer: |
| Your job title: |
| Date appointed: |
| Date left: (if applicable) |
| Please give details of your duties: |

## 6. Previous experience / employment history

Please list, in the separate rows below, other posts held or relevant experience, both paid and voluntary, starting with the most recent. Please give dates (from - to), employer, position held and main duties.

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## Continuation sheet (if required).

**Previous experience / employment history**

Please give dates (from - to), employer, position held and main duties.

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**7. Information in support of your application**

Please use this space to tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe relevant. Please make direct reference to the person specification and use **no more** than two pages to complete your response.

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**Continuation sheet (if required).**

**Information in support of your application**

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**8. Criminal Convictions**

Do you have any Criminal Convictions, not including those considered ‘spent’ under The Rehabilitation of Offenders Act 1974? (please delete)

*YES / NO*

**9. Right to Work in UK**

20 Stories High has a legal responsibility to ensure that all new recruits have the right to work in the UK. If appointed you will be asked to provide original documentary proof of your right to work in the UK which will then be copied to file. Failure to supply documentary evidence when requested will result in a delay in appointment.

**10. Declaration**

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

|  |
| --- |
| Signed: |
| Dated: |

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

Please use the space below to tell us about any access requirements you may have in relation to attending an interview:

|  |
| --- |
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***Please return this form and a completed Equal Opportunities Monitoring Form to:***

**Amy Thompson**

**20 Stories High**

**Toxteth TV, 37-45 Windsor St, Liverpool, L8 1XE**

**Or email it to** [Amy@20storieshigh.org.uk](mailto:Amy@20storieshigh.org.uk)**.**

**Application deadline: 9am on Monday 24th February 2020.**

**Interviews will take place on Wednesday 4th March 2020.**

**Equal Opportunities Monitoring Form**

**Equal Opportunities Monitoring Form**

20 Stories High believes in Equal Opportunities for all our staff, volunteers and participants. We also have a requirement to collect this information for our funders and partners.

**All information will remain confidential and if you prefer not to answer any of the questions, please leave it blank.**

**1. Gender**

\_\_ Male \_\_ Female \_\_ I would prefer not to say

\_\_ I prefer to describe my gender as *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**2. Do you identify as transgender?**

\_\_ Yes \_\_ No \_\_ I would prefer not to say

**3. What age group do you belong to?**

\_\_ 11 - 15 \_\_ 16 - 18 \_\_ 19 - 25 \_\_ 26 – 35 \_\_ 36 – 45 \_\_ 46 – 55

\_\_ 56 - 65 \_\_ Over 65 \_\_ I would prefer not to say

**4. How would you describe your ethnic origin?**

\_ Asian or Asian British \_\_ Black or Black British \_\_ Chinese or Chinese British

\_\_ Mixed or Dual Heritage \_\_ White \_\_ I would prefer not to say

\_\_ I prefer to describe my ethnicity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Do you consider that you have a disability?**

\_\_ Yes \_\_ No \_\_ I would prefer not to say

The Equalities Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer or multiple sclerosis ('substantial' means more than minor or trivial, 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months, 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping)

**6. How would you describe your sexuality?**

\_\_ Bi-sexual \_ Gay man \_\_ I would prefer not to say

\_\_ Gay woman \_\_ Heterosexual (Straight)

I prefer to describe my sexuality as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_