



FINANCE MANAGER
JOB PACK

SEPTEMBER 2024

About Wise Children

Wise Children is an international touring theatre company, based in the South West. Led by award-winning director Emma Rice, we make ground-breaking and accessible work with exceptional artists which we tour across the UK and the world. Alongside shows we run a unique professional development programme training the next generation of diverse, fearless and independent theatre makers.

Wise Children launched in 2018, when we became an Arts Council England (ACE) National Portfolio Organisation (NPO). Last year we were successful in our application to remain in the portfolio from 2023-26.

Since we launched we have: made nine original shows; toured to 23 cities worldwide; built a pop-up theatre; made films for the BBC and Sky Arts; created and released 10 short films, hosted on Digital Theatre+, sharing insights into Emma Rice's work; worked with over 600 aspiring theatre makers; and reached more than 400,000 people in-person and online with our work.

In 2022 we took over an old methodist church in Frome, Somerset, which we have lovingly renovated, restored and transformed into The Lucky Chance, our rehearsal, training and (occasional) performance space. We have offices in both Bristol and Frome.

Our Artistic Director Emma Rice is amongst the UK's best known and loved theatre directors. Her celebrated 30-year career has included being Artistic Director of Cornish theatre company Kneehigh and of Shakespeare's Globe, London. In 2019, she received the UK Theatre Award for Contribution to British Theatre: *'Theatre maker Emma Rice was presented with this special award in recognition of the unique, innovative and socially relevant work that she has created and directed all over the country, and her significant influence on the contemporary theatre landscape.'* In 2022, she was named one of [Sky Arts](#) '50 most influential British artists of the last 50 years'.

Finance Manager role

The Finance Manager works closely with Wise Children's Executive Director to create and manage the company's budgets for touring productions, training programmes and all activity at our Somerset home, The Lucky Chance. The Finance Manager oversees the company's financial systems, and is responsible for all aspects of financial management, compliance and reporting, including leading on the annual audit. The Finance Manager is also responsible for day-to-day financial administration, with support from the Head of Organisation and other members of the Producing team.

At Wise Children we actively seek people from a variety of backgrounds with different experiences, skills and stories to join us and influence our work. We are particularly keen to hear from candidates from global majority backgrounds and candidates who self-identify as disabled or neurodiverse. Wise Children is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

Job title: Finance Manager
Reports to: Executive Director
Contract: Initial 1 year with the intention to renew
Hours: Full Time
Working Hours: Monday to Friday 10am – 6pm.
Location: Wise Children's office, Temple Campus, Bristol.
Start date: As soon as successful candidate is able
Salary: £42 - 50K per annum, dependent on experience

Duties and Responsibilities

General

- Responsible for day-to-day financial management, including all book-keeping tasks and record-keeping (Sales Ledger, Purchase Ledger, VAT, Payroll, Banking & Reconciliations, Petty Cash, Foreign Entertainers' Tax).
- Ensure weekly and monthly payrolls are processed, including payment of tax / NI liabilities and pension contributions.
- Administrate the auto-enrolment pension scheme.
- Support the annual budgeting process.
- Prepare monthly spend reports for the Leadership Team.
- Manage relationships with all financial service providers, including HMRC and relevant banks, managing budgets for charges and commissions and ensuring favourable rates are applied.
- Ensure compliance with external bodies where required.

Management accounts

- Prepare accurate data to support internal reporting for monthly, quarterly and year-end management accounts.
- Produce quarterly Management Accounts for the Board of Trustees and the Arts Council.

Statutory accounts and reporting

- Company Secretarial duties, ensuring compliance with Company and Charity Law.
- Reconcile the ledgers to Trial Balance for auditors, produce Annual Statutory Accounts in conjunction with Auditors and manage the relationship with the external Accountants.
- Act as main point of contact and manage the annual audit.
- Financial aspects of the Trustees Report for the Statutory Accounts, for approval by the board.
- Submit the Annual Report to the Charity Commission.
- Financial reporting to Arts Council as required.

Productions

- Support the Leadership Team in creating production and other project budgets, managing them from pre-production to close.
- Theatre Tax Relief claims and administration.
- Reconcile production, training programme and / or merchandise takings in good time and prepare statements for stakeholders.
- With the Leadership Team, monitor settlements and statements from presenters and other external partners regarding production, education and / or merchandise income.
- Manage royalty reporting and payments.

The Lucky Chance

- Manage the finances for the next phase of capital works at The Lucky Chance.
- Working with the Board and Leadership Team, develop robust financial systems and controls for The Lucky Chance, including potentially establishing a trading subsidiary and / or other suitable entity to manage new activity at the venue.
- Report to, and ensure compliance with, statutory bodies and other external stakeholders as needed regarding new activity at The Lucky Chance.

Development

- Produce budgets and other financial information for funding applications.
- Oversee financial aspects of Wise Children's private giving scheme, including keeping up to date with compliance and industry regulations.
- Manage record-keeping and claims for GiftAid.

This is a guide to the nature of the work required of the Finance Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person Specification

Essential

- Experience of financial management and reporting in a small charity or commercial entity.
- Proven working knowledge of accounting systems and procedures, including sales and purchase ledgers, VAT, bank reconciliations, fixed assets, year end audits and procedures, compiling of management accounts etc.
- Sound knowledge of payroll and pension procedures.
- A thorough understanding of financial controls.
- Experience of using accounting software.
- Strong Microsoft Office skills (particularly Excel).
- Excellent literacy and numeracy skills.
- Strong attention to detail, with an accurate and analytical approach to all financial matters.
- Good communication skills, with the ability to communicate effectively with a diverse range of stakeholders at all levels.
- Ability to work both independently, using your own initiative, and as part of a team to achieve short and long-term organisational requirements and ambitions.
- Strong sense of responsibility and reliability.
- Open, positive and hands-on approach to tasks.
- Ability to prioritise a complex workload by utilising excellent organisational skills.

Desirable

- Accountancy qualification.
- Experience of using Xero accounting software.
- Experience of working for a theatre company or other arts organisation.
- Engaged with contemporary culture, particularly theatre.
- Knowledge of Emma Rice's work.

How to apply

To apply, please upload your CV and complete the application form [here](#).

Once you have submitted the above, please complete an Equal Opportunities Monitoring form [here](#). Through this monitoring we collect anonymised data in order to improve our recruitment strategies. This form will be separate to, and will not be used to assess, your application.

All applications must be received **by 5pm on Wednesday 16th October**.

Shortlisted applicants will be invited to interview on Monday 21st October at our office in Bristol. Second stage interviews will take place online on Wednesday 23rd October.

We are particularly keen to hear from candidates who are likely to be underrepresented in our workforce. Wise Children will offer an interview to candidates from global majority backgrounds and candidates who self-identify as disabled or neurodiverse whose application meets the criteria for the post, as is defined in this pack.

If you would like further information, support with access requirements for application or interview, or have any queries about the post, please contact Head of Organisation, Steph Curtis: steph@wisechildren.co.uk