



6th June 2018

Dear Applicant

Thank you for your interest in the post of **Finance Director**.

Please find enclosed an application pack, which provides the following information:

-) Background information
-) Job Description and Person Specification

Please note that a link to the published accounts for Liverpool & Merseyside Theatres Trust Limited is available on the recruitment section of our website.

The deadline for applications is **Monday 18th June at midday**.

Please submit a current CV, with a covering letter or email to tell us your reasons for applying for the post; how your experience and skills support your application and any other information you believe is relevant. Please also submit the equal opportunities monitoring form which can be found at the end of this application pack, or may be downloaded from our website as a separate document, along with a summary of our Equal Opportunity Policy.

You should demonstrate clearly how, and to what extent, you meet each element of the person specification included in the job description.

Applications should be sent electronically to:
recruitment@everymanplayhouse.com

Please note that due to the high number of applications we receive for posts advertised, a limit for the number of applications will be applied, and we reserve the right to close the application process early if the limit is reached; we therefore advise candidates to apply at the earliest opportunity.

All applicants will be advised on the outcome of their application in writing.

Interviews will be held in Liverpool and preferred candidates will be asked to complete a psychometric test prior to appointment.

I look forward to receiving your application.

Yours faithfully

Victoria Adlard
Head of Administration

5-11 Hope Street
Liverpool L1 9BH

Administration
+44 (0)151 708 3700

Box Office
+44 (0)151 709 4776

www.everymanplayhouse.com

info@everymanplayhouse.com

Artistic Director
Gemma Bodinetz

Executive Director
Deborah Aydon



The Everyman & Playhouse

The E&P is a local artistic force with national significance and an international reputation. Our two theatres are united by our passion for our art-form, our love of our city and our unwavering belief that theatre at its best can transform lives.

Our mission is to reflect the aspirations and concerns of our audiences, to dazzle and inspire them, welcome and connect with them, nurture the artists within them and fuel their civic pride. Wherever these connections happen – whether in our theatres, in the community, in schools, or outside Liverpool – we hope to ignite the imagination, explore what it is to be human, and always to exceed expectation.

“The Everyman provided me and many others with the courage to follow our dreams and pursue a career in theatre. Now it can do the same for a whole new generation and act as a creative heart in the city.”

David Morrissey

Our Work

The opening of the new Everyman in 2014 propelled us into a new and exciting era. The new theatre opened up many possibilities for artistic development and experience; for participation and involvement, and for building our relationship with a wide range of audiences. Across the two theatres - one a 400-seat thrust, the other a 670-seat proscenium - there is an opportunity to produce and present the richest range of work for the widest audience.

Our award-winning Young Everyman Playhouse programme (YEP) is much more than a youth theatre, it is a ground-breaking, multi-disciplinary talent development programme. We have profound relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all.

Transformation

With an eye on the changing landscape of theatre, we are now delivering a new artistic model that will increase our creative autonomy, connect even more strongly with audiences and, as part of the holistic development of our overall business model, enhance the E&P's financial resilience. The cornerstones of the new model are: -

-)] The Everyman Company: a return to ensemble working, with a company of actors resident for six months each year, creating a vibrant programme with the resident directors which can speak directly to Liverpool audiences. The Everyman Company has already won three major national awards, and earned Artistic Director Gemma Bodinetz the UK Theatre Award for Best Director.
-)] Residencies: deeper relationships with visiting companies, particularly at the Playhouse, involving shared plans for artistic and audience development, and opportunities to embed their work more deeply with Liverpool's artists and communities.
-)] Young Everyman/Playhouse (YEP): consolidation and profound integration of our unique and award-winning youth programme, including stronger connectivity with our Engagement work in schools and the community, and progression routes for the young people both within and beyond our theatres.

The Future

As we move into a new four-year plan supported by Arts Council National Portfolio ('NPO') funding, we intend to build on the exceptional track record of recent years, seize the possibilities we have created, and build a dazzling future for these theatres, their artists and their audiences.

Our new business model is an opportunity to enhance the E&P's financial resilience and increase our artistic autonomy. There is no question, however, that a climate of reduced public investment and a fragile economy present considerable challenges to our ambitions. Sound financial management and projection, coupled with detailed analysis of options for artistic and business development will be absolutely key to the theatres' sustainability and success, providing the foundation for continued innovation and leadership in the years ahead.

We will stage passionate, full-blooded, ground-breaking theatre that is produced with our local audiences very much in mind, but with an international ambition and outlook; we will create bespoke and extraordinary work for the city, with its own distinct signature, while engaging with the most exciting touring companies from around the UK and the world, to provide a rich and diverse offer for our community.

YEP is a key area of development; we will nurture and develop the artists and creative workforce for tomorrow and we want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool. We want our workforce to be representative of our city and our country and for Liverpool to have a pool of home-grown artists and theatre makers who are acclaimed and influential way beyond our city.

The Opportunity

This is a newly created and vital role within the Senior Management Team (SMT). Reporting to the Executive Director, the Finance Director will play a pivotal role in:

-) delivering strong financial control
-) developing a sound financial platform for the Trust
-) developing and implementing short term plans and longer-term strategy to achieve the Trust's objectives

The Finance Director will be responsible for delivering financial control and for reporting the Trust's financial performance to the Executive Director, SMT, the Board and its sub-committees and any relevant third parties. This role is essential to developing a robust platform for the Trust from which to implement our four-year plan.

The role involves developing strong relationships and partnering with the Executive and fellow SMT members in the delivery of optimal financial performance for the Trust, including our artistic programme, our work in the community and our commercial trading activities.

Alongside managing and developing the Trust's Finance team, the Finance Director will lead the development of business partnering, reporting, processes and procedures in order to support artistic, commercial and operational decision-making and to improve the Trust's control environment and financial performance (including operating surpluses, reserves and cash flows). This key role will include the evaluation of new business opportunities and change programmes.

You will play a key role in change management; by engaging with SMT, their direct reports and others to introduce innovative solutions and help deliver lean and responsive operations.



JOB DESCRIPTION

Title	Finance Director
Reporting to	Executive Director
Responsible for	Finance Manager Finance Assistants

Purpose of Role

To support the Board of Trustees, the Executive Team and Senior Management Team (SMT) in minimising or mitigating financial risk, maintaining a strong control environment and in optimising commercial and strategic decision making.

The role encompasses a broad range of responsibilities, including:

-) Working with the Executive Director to implement and develop financial strategy across all areas of the Trust, challenging assumptions as appropriate and providing financial analysis and guidance on all activities
-) Creating a high-performance culture across the Finance team in order to become a true business partner in artistic, commercial and strategic decision making
-) Driving the establishment and maintenance of an appropriate control environment to minimise risk and ensure robust underlying accounting records
-) Producing timely and clear financial reports and quarterly, annual and long-range budgets and cash flow forecasts are produced for discussion with the Executive Director and presentation to the Board, its subcommittees and public and private sector funders as required.
-) Ensuring effective systems are in place to manage the day to day financial operations, robust sign-off procedures are operating, increase cash flow and maintain liquidity.
-) Taking a key role in improving margins, controlling costs and optimising working capital

Main Duties

Working with the Executive Director to implement and develop financial strategy across all areas of the Trust, challenging assumptions as appropriate and providing financial analysis and guidance on all activities

-) establish a high level of credibility and manage strong working relationships with the Board and its sub-committees, and with external parties including funders, fellow Arts organisations and advisers
-) form a close working relationship with the Executive and SMT, providing ongoing advice and proactive support and challenge for all initiatives
-) work closely with the Board, the Executive and SMT, understand their needs, deliver excellence in business planning, helping the Trust to deliver higher margins, better cost management, improved working capital management and building the platform from which to ensure sustainable growth and excellence
-) manage business planning cycles for the Trust and provide financial backup to support options analysis for future activity
-) Produce budget, forecast and multi-year plans (all I&E's, balance sheet, reserves, cash flow)
-) manage the development of communications, systems and processes to support these cycles

Creating a high-performance culture across the Finance team in order to become a true business partner in both commercial and strategic decision making

- J provide day-to-day oversight of all Finance operations, facilitating cohesion between SMT and their teams and the Finance team
- J provide outstanding leadership to the Finance team, motivating line reports, managing their performance, and ensuring its cost effectiveness
- J work with cost centre heads, understand their needs, deliver excellence in transaction processing, reporting and business planning, so building trust and a true business partner relationship
- J advise non-financial staff and budget holders on the appropriate treatment of VAT, Gift Aid and tax issues etc. as they relate to operational activity
- J take overall responsibility for the Sales, Purchasing, Payroll, Cash and General Ledger cycles

Driving the establishment and maintenance of an appropriate control environment to minimise risk and ensure robust underlying accounting records for all aspects of activity including productions in progress

- J drive continuous improvement and step changes in processing capability to deliver a more efficient and effective service and drive out complexity in processes
- J oversee restricted, unrestricted, and designated income and expenditure, the balance sheet, cash flow and reserves
- J ensure Finance team maintains appropriate controls to ensure integrity and rigour of the control environment, including maintenance of appropriate end-to-end controls in project accounting
- J ensure key audit objectives of valuation, accuracy, completeness, cut-off, existence and rights and obligations are met
- J maintain adequate segregation of duties within the team and the financial systems
- J ensure the Finance IT platform is suitable and cost-effective for the current and future requirements of the business

Producing timely and clear financial reports and quarterly, annual and long-range budgets and cash flow forecasts are produced for discussion with the Executive Director and presentation to the Board, its subcommittees and public and private sector funders as required

- J generate relevant, high quality management reports and business-wide KPI's for the Board, Board sub-committees, the Executive and SMT to inform and support decision making, so helping to improve the financial performance of the business
- J ensure that all reporting requirements are met for public and private sector funders
- J develop BI reporting to assist with the introduction of forward-looking reporting and a move away from rear-view reporting
- J reduce manual reporting and reconciliation so that the team can focus on review, understanding and analysis
- J ensure compliance with statutory and other reporting requirements, including compliance with Companies Act, accounting standards, Charity law and key funder requirements
- J keep abreast of financial practices including legislation, VAT, Theatre Tax Relief, Gift Aid, pensions, banking developments, audit requirements, and ensure that the company's finances are managed to the best advantage at all times

Ensuring effective systems are in place to manage the day to day financial operations, including robust sign-off procedures and proactive cash flow management

-)] ensure robust cash flow forecasting which covers appropriate time periods and which links to restricted, unrestricted and designated I&E's and balance sheets
-)] understand and improve the cash life cycle of individual productions – e.g. challenging timing of procurement, monitoring quantum and accuracy of own-labour and contractor hours, minimising amounts recoverable from production companies, and supporting the Production and Technical teams in achieving improved payment terms with suppliers
-)] overseeing profitability, liquidity and reserves against Board and funder expectations, ensuring requirements in relation to restricted and unrestricted activities are met
-)] support relationships with the Trust's banks to increase their knowledge and confidence in the Trust so as to have their support for future funding needs
-)] be the focal point for accounting, tax and treasury issues;

Taking a key role in improving margins, controlling costs and optimising working capital

-)] optimise investment in working capital – e.g. develop KPI's alongside influencing SMT to drive reductions in working capital
-)] understand underlying I&E and cash flow performance
-)] work closely with SMT and their teams to understand their roles/vision/objectives and "customer" requirements, and develop appropriate reporting and modelling – e.g. yield reporting, box office forecast models, assisting with bids, modelling new business sectors, developing generic reports for Trust reporting purposes
-)] challenge margin improvement on productions, for example:-
 - o review of share of risk on Residencies and understanding of how over and under performance at Box Office will influence I&E
 - o frequent and detailed monitoring of committed costs and cost to complete
 - o challenging overruns and value-add versus cost
 - o identifying opportunities to charge for variations
 - o embedding processes and procedures
-)] challenge cost centre heads to improve margin, control costs and optimise working capital - e.g. by identifying waste, inconsistent processes, opportunities to improve procurement
-)] maximise Theatre Tax Relief

General

-) Performing your role in accordance with the company's Staff Handbook, incorporating the Trust's Manifesto and Code
-) The Trust is committed to diversity and equality and expects all staff to be active in promoting diversity and supporting people to experience our work and buildings
-) The Trust is committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at our discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.

This Job Description is not exhaustive, and it will be reviewed regularly to ensure that it reflects the evolution of the company, and the skills and personal development of the post-holder; a flexible approach to work in all roles is essential.

Main Terms and Conditions of Employment

- Tenure: This is a full-time, permanent contract, and is subject to a probationary period of six months
- Reporting to: Executive Director
- Salary: £50,000-£60,000 per annum depending on experience
- Hours: 40 per week. The postholder will sometimes be required to work during evenings and weekends. No overtime is paid but time off in lieu will be given for hours in excess of the contracted 40 per week.
- Annual Leave: Twenty - eight days per holiday year (1 January – 31 December) inclusive of all statutory English bank holidays.
- Notice Period: One month during the probationary period and three months thereafter for both parties
- Pension: The Company operates an auto-enrolment pension scheme. A 5% contribution will be paid by the Trust to the post holder's pension scheme, providing the post holder is contributing at least 5% of their salary. This employment is not contracted out of SERPS. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).

Additional Benefits:

The Theatres offer a number of discretionary benefits including:-

-) Interest-free Season Ticket Loans with Merseytravel
-) Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
-) Childcare Voucher Scheme – offering salary sacrifice savings
-) Membership of a healthcare cash plan: *Paycare* (including an Employee Assistance Programme and 24 Hour GP Telephone Consultation Service)
-) Free and / or discounted tickets for performances
-) Discounts on our food and drink offer

All others terms as detailed in the Staff Handbook.



PERSON SPECIFICATION

Likely characteristics of successful candidate

- Prepared to push the bar, seek creative solutions to problems and drive forward a successful Finance team
- Has a proven ability to lead and motivate teams
- Strong communication skills, and confident in building positive relationships at all levels
- A willingness and ability to raise challenge in a diplomatic and supportive way
- Adaptable, tenacious and resilient
- Self-starter, independent worker, who is objective/results driven
- Able to work to tight deadlines, managing multiple priorities without losing focus
- Has a flexible working attitude and embraces change.
- Be prepared to play a key role in major projects

Essential requirements

- CCAB qualified accountant with at least 5 years PQE
- Demonstrate enthusiasm for the Arts and e&P's artistic and engagement vision, and share our commitment to theatre which is brilliant, daring, humane, forward-looking, relevant and popular
- Demonstrable experience in stakeholder management, including reporting to external bodies, and customer service delivery - thrives on delivering outstanding customer service
- Able to demonstrate strong interpersonal skills – ability to build close working relationships with:-
 - the Executive
 - SMT and their teams
 - the Board of Trustees and Board sub-committees
 - key funders
 - external advisers
- Extensive experience of developing reports and KPI's for running a business/driving performance
- Has strong analytical skills – is able to analyse and interpret information, seeing both the detail and the big picture
- Organised, structured and disciplined - process driven, with proven experience of implementing and maintaining a strong control environment
- Strong technical skills
- Experienced in project and change management and/or systems implementations
- Very IT literate – eg BI platforms, ERP systems, Excel, Cubes, purchase to pay systems, Exchequer
- Living within, or willing to move to within, easy commuting distance of Liverpool

Desirable requirements

- Senior experience within an Arts or Cultural environment, inc related funding, governance and financial systems and requirements
- Senior experience within a Not for Profit environment
- Experience of collaborating with creative people and teams
- Experience of managing banking relationships
- Experience with Exchequer
- Knowledge of Tessitura

EQUAL OPPORTUNITIES MONITORING

Liverpool Everyman and Playhouse seeks to be an Equal Opportunities employer and strives to ensure that in its provision of services in general, and as an employer, in particular, it will offer equality of opportunity for all persons regardless of race, colour, ethnic or national origin, disability, sex, religion, marital status or social background.



In order to ensure that we can monitor implementation of this policy, employees are requested to complete this form. The information given will be anonymously retained by the Administration Dept. for monitoring purposes and associated record keeping only in line with the Data Protection Act 1998. This information will not form part of any personal file and will be treated on a private and confidential basis.

Job applied for:

Please indicate your gender:

Male Prefer to self describe Self-description
Female Non binary Prefer not to say

Is your gender identity the same as the sex you were assigned at birth?

Yes
No
Prefer not to say

Please indicate your age:

0 - 19 years 20 - 34 years
35 - 49 years 50 - 64 years
65 and over Prefer not to say

Please indicate your ethnic origin:

(These are the ethnicities specified by our major funding body)

Asian/Asian British	Indian <input type="checkbox"/>
	Pakistani <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>
	Chinese <input type="checkbox"/>
	Any other Asian background <input type="checkbox"/>
Black/Black British	African <input type="checkbox"/>
	Caribbean <input type="checkbox"/>
	Any other Black/African/Caribbean background <input type="checkbox"/>
Mixed	White and Black Caribbean <input type="checkbox"/>
	White and Black African <input type="checkbox"/>
	White and Asian <input type="checkbox"/>
	Any other Mixed/Multiple ethnic background <input type="checkbox"/>
White	British <input type="checkbox"/>
	Irish <input type="checkbox"/>
	Gypsy or Irish Traveller <input type="checkbox"/>
	Any other White background <input type="checkbox"/>
	Prefer not to say <input type="checkbox"/>

The Equality and Human Rights Commission defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For further information, please see the Commission website (www.equalityhumanrights.com).

Do you consider yourself to be disabled?

- Yes
- No
- Prefer not to say

Please indicate your sexual orientation

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Prefer not to say

If selected for interview, do you require any assistance or adjustments to enable you to attend?

- Yes
- No

Please do not hesitate to call a member of the recruitment team, in confidence, if you would like to discuss this further with us, on 0151 708 3700, or via recruitment@everymanplayhouse.com

How did you hear about this vacancy?

Thank you for taking the time to complete this form.

A summary of our Equal Opportunities Policy can be found on our website at <https://www.everymanplayhouse.com/jobs>

Do not write your name on this page