

LAWRENCE BATLEY THEATRE HUDDERSFIELD



We're recruiting

Head of Finance

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact recruitment@thelbt.org or 01484 955502 for support.



Who we are

Lawrence Batley Theatre presents a wide-ranging year-round programme of in-house and visiting productions, from drama to comedy, contemporary dance to musical theatre, circus and pantomime.

We believe in the power of live performance to bring people together, spark imagination, and strengthen communities.

We bring world-class shows to audiences on their doorstep, champion outstanding home-grown talent, and provide a welcoming space for everyone in our community.

**Click here to find out
more about us.**

"We're a bit of a family here. Everybody is in it together. It is such a supportive group of people"

- Community Production Participant



About us

We are a mid-scale theatre within a beautiful Grade 2 listed building in the centre of Huddersfield. We have three performance spaces – the Main House seating 461 people, the Cellar Theatre with up to 120 seats and the Attic Theatre, with up to 60 seats; as well as a number of meeting and function rooms, gallery space and café bar. The Theatre is run by a team of approx. 90 full-time, part-time and casual staff and we are also incredibly proud and grateful to have an exceptionally loyal team of approx. 80 volunteers.

We entertain, encourage creativity, nurture confidence and develop talent. Our aim is to build a stronger sense of community here in Kirklees through the performing arts.

Our Values

- We make magic
- We are proud
- We are open and friendly
- We are brave
- We provide opportunities for all

“Lawrence Batley Theatre for me, is a magical space that sort of ignited my passion for the arts.”

- Theatre30 Participant

We're recruiting for...

Job title: Head of Finance

Main purpose of the role:

Provide strategic leadership for the Finance team at Lawrence Batley Theatre, reporting to the CEO and working with the Senior Management Team and Board.

Lead robust financial governance, reporting and risk management frameworks that ensure probity, transparency and compliance, while enabling confident, informed decision-making.

Work collaboratively across the organisation to develop and monitor business planning, financial strategy and resource allocation; supporting artistic ambition, operational delivery and long-term financial sustainability, and ensuring the highest standards of delivery against agreed targets.

The role is:

Responsible to: Chief Executive Officer

Responsible for: Finance Officer

Working relationships with:

Visitor Experience Team

Technical and Facilities Team

Programming Team

Fundraising Team

Marketing Team

Participation Team

Responsibilities:

- Lead the financial management of Lawrence Batley Theatre, ensuring strong governance, transparency and long-term sustainability.
- Develop and oversee annual and multi-year budgets, forecasts and cashflow planning with each department.
- Provide clear, accurate financial reporting and advice to the CEO, Senior Management Team and Board – including management accounts, cashflow and monitoring of commercial, grant and project income.
- Prepare and submit quarterly VAT returns, and perform the annual VAT reconciliation in accordance with partial exemption rules

- Oversee and contribute to daily transactional finance postings, ensuring accurate record keeping
- Process monthly company payroll and ensure timely submission of pension and PAYE contributions.
- Ensure compliance with all relevant financial, charity and company regulations and act as Company Secretary.
- Support the production of fortnightly supplier payment runs.
- Prepare and submit quarterly Gift Aid claims.
- Work collaboratively with teams across the organisation to support business planning, productions, projects and fundraising activity.
- Oversee statutory accounts and the annual financial audit process in collaboration with our external audit partners, ensuring compliance with HMRC, Companies House, charities commission and other relevant employment and company legislation.
- Oversee the provision of accurate sales and purchase data to support the quarterly Visitor Experience departments stocktake
- Timely production of post-show settlement statements for visiting companies and hirers.
- Line manage the Finance Officer and support the effective running of the Finance department.
- Ensure finance systems (currently Sage, Equals Money, Opayo, Square and Spektrix), policies and processes are efficient, accessible and resilient.
- Maintain effective relationships with funders, partners, suppliers and professional advisors.
- Contribute as a member of the Senior Management Team to the overall leadership and development of the organisation.
- Act as an ambassador for Lawrence Batley Theatre and uphold its values.
- Undertake any other duties that may be reasonably required in connection with the position.

Personal attributes:

Essential

- At least 2 years' experience in a senior finance or financial management role.
- Experience of managing budgets, forecasts and financial reporting.
- Experience of preparing or overseeing statutory accounts and working with auditors.
- Understanding of financial governance, risk management and internal controls.
- Ability to explain financial information clearly to non-finance colleagues.
- Strong organisational skills and attention to detail.
- Good IT skills and experience using financial systems.
- Commitment to equality, diversity and inclusion and to the values of Lawrence Batley Theatre.

Desirable

- Professional qualification in accounting/bookkeeping
- Experience of working collaboratively across teams.

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- Experience of managing or supporting staff.
- Experience of finance systems, for example: Sage, Equals Money, Opayo, Square and Spektrix.
- Knowledge of or an interest in the arts and charity specific funding

Terms & Conditions

Salary: Up to £37,000 per annum dependant on experience

Hours: 37.5 hours per week

Hours are flexible and usually fall between 8am and 6pm, with occasional evening work (4 to 6 times annually) required to support Board and the Board's Finance sub-committee meetings. No overtime is payable but time off in lieu may be taken with agreement of line manager.

Holidays: Annual holiday entitlement is 20 days per year plus bank holiday entitlement. This increases to 25 days per year after the first year's service.

Notice period: Three months

Standard terms and conditions of the Lawrence Batley Theatre apply.

To apply please send a completed application form to recruitment@thelbt.org. Please contact us directly if you want to discuss submitting your application in an alternative format.

Deadline for application is midday on Thursday 5 March.

Interviews will take place on Thursday 26 March.

Recruitment procedure & guidance

The Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team.

All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind.

These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection processes.

Job Description

The job description contains information about the main purpose of the role, covering as comprehensively as possible the responsibilities of the post holder and what skills are required in the performance of their duties.

Essential and desirable attributes

This section of the recruitment pack lists the criteria that are required for someone to be able to perform the role to the required standards. The criteria are used in the shortlisting process and will inform the basis of the tasks/questions asked at interview.

Equal Opportunities

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process, however, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify areas in which our workforce is not representative of our community and developing ways of improving representation off the back of this.

Advertising vacancies

All of our vacancies will be advertised for a minimum of one month where practically possible. As standard posts will be advertised on our website, social media and Arts Jobs. On some occasions vacancies will be advertised on jobs boards such as Guardian Jobs, Arts Professional and Arts Marketing Association.

Application process

For most of our vacancies we ask candidates to complete an application form, responding to the job specification, to be considered for the role but in some circumstances, we may hold open recruitment days for certain posts.

Submitting your application

Below are some tips for submitting your application:

- Complete all sections of the application form
- Type or write clearly in black and blue ink
- Try explaining any gaps in your work history
- For the 'Please tell us why you are suitable for this role section' please tell us how your previous experience demonstrates your ability to fulfil the role you are applying for

Shortlisting

Once a vacancy has reached the closing date no further applications will be accepted. Before being reviewed we anonymise applications. Applications are then reviewed by a team of at least two members of staff/Board members with direct knowledge of experience and skills relevant to the role being applied for. They will shortlist based candidates based on the Job Description and application.

As soon as a decision has been made, we will contact shortlisted applicants to arrange interviews. Normally you would expect to hear from us within one to two weeks of the closing date if you have been selected for interview. If you do not hear from us within two weeks you have not been successful on this occasion.

Interviews

The interview is an opportunity for us to get to know you and to better understand your skills, experience, knowledge and abilities. Interviews are conducted by the same two of three people who shortlisted applications and will include the line manager of the post being advertised. One of the team will act as Chair which means they are responsible for ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria and not other factors are the basis for the panel's decision making. The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all Interviewees so that you can understand the outcome of the interview.



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