

# **Finance and Operations Manager**

Job pack

*“acta Community Theatre is a national treasure” - Baring Foundation*

**acta is seeking a Finance and Operations Manager to join a highly-regarded company respected for innovative work and a successful track record in community theatre.**

acta was founded in 1985, and occupies a unique position in its field, respected for its commitment to personal and community development through participatory community theatre and arts. The company operates an extensive programme from a well-resourced building in the heart of South Bristol, and has developed a national and international reputation for instigating and coordinating significant partnerships, programmes and events.

A recent documentary on acta can be seen here - <https://youtu.be/WcoQA-FcbD8> or search on YouTube for ‘2022/2023 A year in review acta Community Theatre’

The company engages marginalised communities and vulnerable people in making theatre, using a collaborative creative process through which they are able to tell their own stories, use their imaginations, and express their lives in the creation and performance of original, relevant and compelling theatre. Through this process, individuals and communities gain social benefit: improving confidence, emotional well-being, new friendships and understanding. acta has pioneered and refined this approach for nearly 40 years, and leads a series of initiatives aimed at sharing learning.

acta has a successful track record of securing funding from a range of sources, currently; Arts Council England NPO, Bristol City Council, The Baring Foundation, Quartet, and many local and national charities.

Further resources available at [www.acta-bristol.com](http://www.acta-bristol.com)

acta’s structure and business practice reflects the company’s approach to working with communities, placing equal value on each company member. Whilst responsibility for the overall work of the organisation will be held by the Director, responsibility and accountability for specific areas of work are distributed to individual members of the team.

# Finance and Operations Manager

## Job Description

The Finance and Operations Manager will have responsibilities in the following main areas:

### (i) Finance

- Responsible for all company finances including:
- Budgeting: set and manage all organisational and project budgets in collaboration with Director and AD and to maintain cash flow forecasts
- Preparing and disseminating management accounts: including P&L, Balance Sheet, actuals vs budget
- Reporting: reporting back to Council of Management, major funding bodies, and other stakeholders as appropriate, in collaboration with Director and AD
- Audit: preparing data for annual return and liaising with accountants
- Invoicing & payments: preparing, managing and reconciling all invoices and payments
- Payroll: managing monthly payroll and expenses
- Management of funding agreements
- Manage annual returns to Companies House and Charities Commission
- Recording transactions in a timely and accurate manner; creating accruals and prepayments where needed

### (ii) Operations and Building Management

- Work alongside the Director and AD to ensure the efficient and impactful management of acta programme and projects
- Manage and coordinate the hires of actacentre spaces, including increasing income from building use
- Oversee the management and effective operation of the weekly Creative Wellbeing café

- Lead responsibility for matters related to the provision of IT services and equipment including contract management for external IT support
- Buildings management including responsibility for front-of-house
- Management of cleaner and volunteer gardeners
- Compliance with all legal responsibilities including Health & Safety
- Service board meetings (shared with Director)

**(iii) Strategic Business Planning and Policy development**

- Lead on the development and implementation of the Environmental policies and action plans, and other company policies
- Support the Director to produce and update the Business Plan
- Strategic and forward planning with the Director and company, to include effective resource management
- And any other duties, as appropriate

We understand some candidates may prefer to focus on either just finance or operations – in which case we also welcome applications interested in a role as either a part-time Finance Manager (two days per week), or a part-time Operations Manager (two days per week).

# Personal Specification

## Essential

### **(i) General**

- Minimum of three years' applicable experience in a relevant sector
- Understanding of issues faced by arts, culture and heritage sector

### **(ii) Finance**

- Significant experience of being responsible for financial operations at organisational, departmental or project level, and working with various non-finance departments
- Experience of preparing, monitoring and analysing budgets and cash flow forecast
- Be a strategic thinker with sound business and financial planning skills, including experience of financial and risk management
- Ability to communicate financial information clearly and accurately
- Be able to support team in seeking creative opportunities for income development

### **(iii) Operations & Building Management**

- Ability to manage theatre building as clean, safe, welcoming production and social space
- Understanding of issues and challenges in achieving environmental targets and best practice in building-based organisation
- Extensive knowledge of Health and Safety and its practical application in a theatre/arts organisation or similar

- Understanding and management of internal IT systems
- Have a successful track record in the development and delivery of events and programmes that can appeal to specialist and broad audiences

**(iv) Strategic Business Planning and Policy development**

- Have the ability to deliver diversity objectives across the organisation
- Have knowledge and understanding on environmental issues and how they affect an arts organisation
- Experience of business planning with focus on social impact, enterprise and sustainability

# Personal Specification

## Desirable

- Experience of using finance systems eg QuickBooks (or similar)
- Demonstrable and relevant employment in community theatre and/or socially engaged arts field
- Understanding of cultural policy in UK
- Experience in leading international collaborations
- Experience of leading organisational progress on inclusion
- Experience of reporting to Arts Council England, lottery funds, and/or charitable trusts and foundations
- Experience of reporting to trustees of a charity and / or directors of a company

## Personal Qualities

- Friendly, generous, empathetic, and approachable
- Excellent people management skills (including management of volunteers)
- Highly organised with excellent administrative, numerical, written and verbal communication skills
- Highly computer literate with IT experience
- Strong commitment to acta's organisational values
- Demonstrable understanding of acta's work
- Proven commitment to equality, diversity and inclusivity and anti-racist practice
- Ability to work on own initiative as well as a member of a team

## **Contract terms & conditions**

Part time, based at the actacentre in Bedminster, Bristol, BS3 3AY.

Salary: £35,500-£38,000 pa (depending on experience) pro rata (4 days per week)

Main working hours are Monday to Friday 9 - 5 with some evening and weekend work required; flexible working policy (includes TOIL and occasional home-working).

Probationary period of 3 months.

30 days annual leave per annum

NEST pension scheme



## How to apply

To make an application, please write and submit **two separate documents** as follows:

- 1) **Contact sheet** - name, address, telephone and e-mail contact
- 2) **Application in 4 sections:**
  - a) Education & training
  - b) Work history
  - c) Referees - contact details for x 2 people who acta can ask for a reference; (we will only take up references upon appointment.)
  - d) Person specification - an application that explains why you are the best candidate for this role, and how you meet each of the criteria listed in the person specification. We're open to receiving this in various formats - we know that written communication isn't for everyone. You could:
    - write it as a letter or email
    - record a short video or audio file
    - create a portfolio of your skills and experiences
    - anything else you can think of!

Please send both files together, as attachments to an email, with the subject line of your email: "Finance and Operations Manager" application," and send to:

[oliver@acta-bristol.com](mailto:oliver@acta-bristol.com)

It is entirely voluntary, but we would also appreciate it if you could include a completed Equality and diversity monitoring form.

Before the closing date of **Sunday 8th December 2024** (midnight deadline).

Please note that all shortlisted candidates will be invited to interview by Friday 13th December 2024, and interviews are expected to take place at the acta centre on **Tue 7th and Wednesday 8th January 2024**.

We are committed to ensuring that the interview process is accessible to all shortlisted candidates. (Further details on the interview process will be made available at the shortlisting stage, but please do contact us at any point if there is anything we need to do to ensure the recruitment process is accessible to you.)

We will be recruiting in accordance with our equality and diversity recruitment procedures, so will be making opportunities available to all applicants on a fair basis. However, we are keen to recruit employees who are representative of the diverse cultural backgrounds of our participants, and **encourage applications from Black, Asian and ethnically diverse and / or disabled people, who are under-represented in the existing staff team, for this significant new post.**

We believe that the information included in this job pack, together with the acta website, should be sufficient for applicants to make their written applications.

However, if you do have a particular unanswered question at this stage of the process, please email [oliver@acta-bristol.com](mailto:oliver@acta-bristol.com)

## acta background

### a) Summary

acta was founded in 1985, and is committed to individual and social change through encouraging participation in community theatre and related arts.

The company has a national and international reputation for good practice, instigating and leading a number of European projects with funding from EU, working with 13 different countries. acta also has links to companies in South Korea and USA.

The company works with around 500 participants every year. Work is focused on engaging people from most marginalised sections of community; priority areas currently are socially isolated older people; vulnerable young people, including young carers; refugees, asylum seekers and migrants; areas with high indices of deprivation.

acta is a learning company, and is committed to sharing our practice and learning from others, through proactive initiatives eg Seminar programme, festivals, digital learning.

acta has seven core staff, and additional regular freelance workers.

### b) Vision, values & aims

#### Vision

A world without barriers to creative expression

#### Mission

To bring together people from different cultures, experiences, and generations to make and share creative work

#### Values

- **Access & Participation** - acta exists to provide access to participation in the arts for the most marginalised and excluded sections of society.
- **Ownership** - acta is committed to co-creation of all artistic product, with participants and professional facilitators sharing equal status.
- **Excellence** - Excellence in facilitation, in performance process, in co-production and in the product.

- **Inclusiveness** - acta is committed to providing equality of opportunity to people without privilege, engaging marginalised people and promoting intercultural and intergenerational dialogue through theatre.
- **Partnership** - acta is committed to proactively developing collaborations and partnerships within arts and wider sectors at local, national and international levels.
- **Valuing people** - acta is a caring organisation that listens to and supports vulnerable people, valuing their stories, cultural heritage and life experiences and enabling them to share through making new theatre.

## Aims

- To be a learning and reflective organisation, seeking to influence development of community-engaged theatre practice at national and international level.
- Produce an on-going programme of high-quality theatre at the actacentre, including national and international guests.
- Create original and innovative theatre which voices untold stories and which excites, entertains, enthral, and moves audiences.
- Bring together people from different cultures and generations to share and create work together.
- Create opportunities for new participants and workers from diverse communities, while providing a consistent service for existing participants.
- Explore and develop new digital-based artistic product through new partnerships.
- Change the way people see theatre as an elite and expensive art form; to make it accessible, relevant and fun to the majority of people.

# Governance and Staffing structure

## a) Council of Management

acta is governed by a Board of 6 members, who are Directors of the limited company, and trustees of the charity. There is a wide range of expertise and experience from business, charitable and voluntary sector, education, and include participants and ex-employees. The SMT reports directly to the Board, which meets six times each year, with a structure of sub committees in the areas of Business Planning, People, Money and Building, which meet in-between full Board meetings.

## b) Staff Structure

<b>Director</b>	creative overview and project delivery; HR and line management; programme management; fundraising and income generation; strategic planning; advocacy, communications
<b>Finance &amp; Operations Manager</b>	finances; building and operations management
<b>Associate Director</b>	project delivery, devising, writing, directing; child protection lead
<b>Projects Director</b>	project development, delivery, devising, writing, directing; fundraising
<b>Creative Producer</b>	project development, delivery, devising, writing, directing; fundraising
<b>Communications Coordinator</b>	marketing and communications, front of house, building hires, data collection
<b>Cleaner</b>	cleaning and buildings support