

FINANCE MANAGER

The Finance Manager leads on all aspects of the day-to-day financial management for Soho Theatre Company Ltd and its subsidiaries (currently Soho Theatre Bar Ltd – STB, Soho Theatre Productions Ltd – STP and Soho Theatre East UK Ltd - STE). They work as part of the Finance & Admin team, which includes the Finance Officer, Finance Assistant and Admin Assistant, and is managed by the Head of Finance & Admin. The team is supported by the Financial Controller, and reports to the Executive Director.

This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation with a strong digital presence.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of FLEABAG and recently released TYPICAL and SUNRISE. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

sohotheatre.com | www.sohotheatreondemand.com | [@sohotheatre](https://twitter.com/sohotheatre)

JOB SUMMARY

Closing date:	Tuesday 3 August, 5pm
Interviews:	Monday 9 – Tuesday 10 August (PM)
Job Title:	Finance Manager
Responsible to:	Head of Finance and Administration
Line manages:	Finance Officer (& Finance Assistant)
Works closely with:	Financial Controller
Location:	London, W1D 3NE
Salary:	£35-40k per annum

How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [click here](#)). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **Finance Manager** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 5pm, Tuesday 3 August 2021.

Interviews will be held 9-10 August 2021. We will contact every candidate, whether they have been shortlisted for interview or not.

JOB DESCRIPTION

Job Title: **Finance Manager**

Purpose of Job: To be responsible for the financial administration of Soho Theatre Company and its subsidiaries on a day-to-day basis.

To support the Executive and Head of Finance & Admin in all aspects of financial management, compliance and reporting, and supply timely and accurate management information.

To line manage and oversee the work of the Finance Officer (who manages the Finance Assistant); to support the Admin Assistant with payroll processing.

To assist in the management of Soho Theatre's expansion, ensuring our administrative processes keep pace with our increasing activity.

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RESPONSIBILITIES:

- Implement and manage robust financial management procedures and controls across each company, and manage the inter-company transactions between them. Adapt these as the companies grow and develop in line with good practice
- Manage the financial accounting, monitoring and reporting software system (currently Mind Your Own Business and XERO/ApprovalMax)
- Ensure all book-keeping is as up to date as possible, pay invoices in a timely manner and claim monies owed to Soho Theatre as soon as is practicable
- Reconcile all bank accounts monthly and ensure control account balances are maintained at least quarterly
- Provide accurate management information to support internal reporting on a monthly and quarterly basis
- Ensure weekly and monthly payrolls are processed, including payment of tax / NI liabilities, pension contributions and salary sacrifice schemes
- Prepare and distribute monthly spends to budget holders
- Produce regular, accurate financial reports for external bodies (i.e. HMRC – VAT & RTI, Pension Provider, Arts Council England, PRS)
- Manage relationships with all financial service providers, including HMRC, banks and merchant banks, managing budgets for charges and commissions and ensuring favourable rates are applied
- Reconcile all box office and merchandise takings in good time after a live production run has ended
- Support the financial administration of multi-year film contracts

- With the producers, prepare settlements and statements for visiting companies and external producers after a production run has ended
- Support the annual budgeting processes and other project budgeting / forecasting work with relevant information
- Turn the annual budgets into company and group cash flow forecasts, and track activity against projections
- Act as main point of contact for the annual audit: booking date in company diary, liaising with auditors beforehand, be on hand to answer queries during the audit and after
- Prepare trial balance, records and supporting documentation for financial year-end
- Ensure compliance with external bodies where required (i.e. PCI DSS)
- Produce annual gender pay gap analysis reports
- Maintain individual asset registers for each company
- Ensure all cash held on the premises is accounted for and stored securely, and all company credit and charge cards are looked after
- Manage petty cash using the imprest system
- Support the bar with quarterly stock takes, providing information as required
- Keep abreast of changes in relevant financial regulations and legislation

RESPONSIBILITIES: STC

- Process quarterly VAT returns, applying partial exemption in line with STC's charitable status
- Prepare and submit quarterly Gift Aid claims and FEU returns
- Prepare Theatre Tax Relief calculations for submission with company tax return
- Prepare financial statements in line with any grant award requirements

RESPONSIBILITIES: STB / STP / STE

- Process quarterly VAT returns
- Prepare and submit annual Corporation Tax returns

GENERAL

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend fortnightly Management and weekly Finance meetings and other internal meetings as required
- Uphold the company's equal opportunities, access and diversity policies
- Taking responsibility to be fully aware of the theatre's activities and programme of events at all times
- Any other duties the Head of Finance & Administration may reasonably require

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

Qualities

- Flexible and agile approach to work
- Commercial acumen
- An interest in and enthusiasm for theatre, comedy and the arts
- Enthusiasm for working in a busy, festival-like environment
- Excellent communicator with the ability to engage with a wide range of personalities
- The ability to explain financial concepts to those with little or no financial experience
- Highly organised and self-motivated
- An interest in new writing and ambitious approaches to theatre, comedy and cabaret

Skills

- Demonstrable financial administration and analysis skills
- Exceptional attention to detail
- High level of IT literacy, and comfortable using different accounting systems
- The ability to prioritise, and to shift focus quickly when priorities change
- Adept at meeting multiple internal and external deadlines
- Focussed, especially in a busy environment

Experience

- Experience of managing financial systems for organisations with a turnover of at least £5m
- Experience using different accounting software packages
- Applying the principles of charity finance to day-to-day bookkeeping and regular reporting
- Managing financial relationships with commercial trading subsidiaries and inter-company trading
- Awareness of the protocols around financial reporting (both internal and external) to the executive, the board of trustees, auditors, funders and meeting grant award requirements
- Experience of working for a theatre or similar arts organization, or for a media or film company

It's not essential that you have a formal accounting qualification to apply for this role – we're more interested to hear what you've learned through your practical experience and why you're interested in working for Soho Theatre.

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is envisioned as a full time, permanent contract, with a 6-month probationary period. However we are open to job share applications and proposals for part-time and flexible working.

Salary

Commensurate with experience, but likely in the range of £35 - £40,000 per annum.

Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one year of continuous service.

Hours

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am to 6pm Monday to Friday. You may be required to work outside of these hours on occasion; there are no overtime payments but TOIL is negotiable with your line manager. Soho is currently asking it's office staff to work in the theatre building at least twice a week.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff benefits include

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses
- Annual staff party

July 2021