



**Job Description: HEAD OF FINANCE**  
(Full Time or Part Time applications encouraged)

<b>Post:</b>	<b>Head of Finance</b>
<b>Employer:</b>	Hull Truck Theatre
<b>Full or Part time:</b>	Full Time or Part Time applications encouraged.
<b>Salary:</b>	c.£45,000-£50,000 per annum, depending on experience (pro-rata if part-time hours). Paid monthly in arrears.
<b>Department:</b>	Finance
<b>Line Manager:</b>	Executive Director
<b>Grade:</b>	Senior Manager
<b>Reports to:</b>	Finance and General Purposes Committee
<b>Reports from:</b>	Payroll & Finance Administrator, Finance Officer, Auditors
<b>Responsible for:</b>	The planning and control of the finances of Hull Truck Theatre and subsidiary companies and to ensure that the aims and targets of these companies are achieved in the most cost-effective way

**Deadline for applications: Thursday 19<sup>th</sup> Feb 12noon**

Hull Truck Theatre is a **Disability Confident Employer**.

It is widely known that people who experience barriers to employment in the Arts, due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.

If any of this process is inaccessible to you, please get in touch through [recruitment@hulltruck.co.uk](mailto:recruitment@hulltruck.co.uk) and let us know how you would like to apply e.g., by video. We will work with you to accommodate your request as best we can.





## Post Responsibilities

**Aim of post:** A member of the Strategic Management Team (SMT) involved in planning, scheduling and strategy. The Head of Finance will play a key role in the future of Hull Truck Theatre's activities, contributing to the creation and delivery of business objectives. Responsible for the management, supervision, delivery, and financial control of the finance operations of Hull Truck Theatre, issuing relevant Financial Reports on all Theatre Operations including Management Accounts, and being responsible for the efficient and effective day to day running of the Finance department.

### **Leadership**

- Lead the development of effective financial strategy, systems and controls to support long-term planning, forecasting, cash flow and capital requirements
- Ensure compliance with the financial requirements of key stakeholder agreements, including Arts Council England and Hull City Council
- Keep financial controls and risk management frameworks under regular review, embedding best practice across the organisation and its subsidiary companies
- Oversee the effectiveness and development of financial and accounting systems, including making recommendations for upgrade/change and implement recommendations
- Provide financial oversight of key commercial and service contracts, including catering and office services, supporting procurement and tendering where required
- Work collaboratively with the Executive Director and Development team on budget planning, fundraising applications and income-generation activity
- Contribute to organisational planning and budgeting, both annual and longer-term
- Provide leadership on data protection governance as Chair of the GDPR working group

### **Forecasting, budgeting, Treasury, Tax and Compliance**

- Production of annual consolidated accounts (for Hull Truck Theatre, Hull Truck Events and Catering Ltd (HTEC), Hull Truck Enterprises Ltd (HTEL) and Hull Truck Productions Ltd (HTP) in partnership with auditors.
- Provide quarterly management accounts for the Hull Truck Theatre Board showing performance against budget and previous year, forecast year end position and (with the Executive Director) explanations for variances
- Reporting management accounts to the theatre's Finance & General Purpose (F&GP) committee and Board, working closely with the chair of F&GP
- Monitoring of project budgets, including cash flow, and production of final financial reports for specific Projects



- All matters in relation to VAT (including group partial exemption). (For part time applications it may be possible to outsource support).
- Prepare Theatre Tax Relief calculations to facilitate the submission of tax credit claims to HMRC by auditors. For part time applications it may be possible to outsource support).
- Work with the Box Office team to prepare and submit Gift Aid claims
- Ensuring company information is kept up to date with Companies House and the Charity Commission

### **Financial systems, processes and controls**

- Oversee and maintain robust financial systems, controls and accounting records, including balance sheet integrity and fixed assets
- Ensure timely reconciliation of all key financial accounts and settlements, including visiting companies, outsourced services and restricted/designated funds
- Lead forecasting and cash flow management, and report financial performance against budget to stakeholders
- Ensure accurate financial reporting and completion of all statutory, funder and lender returns within required timescales
- Maintain full compliance with legislative, regulatory and charity governance requirements
- Manage effective control of all funds, including income collection, payments, working capital and cash flow forecasting
- Oversee day-to-day financial operations, including income processing, banking, credit control, supplier payments and payroll liaison
- Support and advise budget holders, strengthening financial awareness, budget control and funding application processes across the organisation

### **Operational**

- Be a member of the Strategic Management Team, contributing to the development and delivery of the theatre's strategy, policies and business plan
- Lead and line manage the finance team, fostering a high-performing and collaborative function
- Maintain effective relationships with the organisation's bankers, auditors and other key professional advisers
- Oversee the year-end audit process and production of statutory accounts
- Manage external provider relationships, including payroll and insurance

### **General duties**

- Attend Board, management team and other meetings as required



- Represent Hull Truck Theatre at regional and sector networking events as appropriate
- Maintain confidentiality at all times and comply with data protection legislation
- Play a fully integrated role in the organisation through proactive and effective communication with colleagues
- Act at all times in the best interests of Hull Truck Theatre
- Undertake other duties consistent with the role and level of responsibility as required by the Executive Director and Artistic Director
- To attend training courses and development opportunities as required.
- To work within, promote and comply with current legislation and Hull Truck Theatre's policies and practices, including on Equality, Inclusion, Safeguarding and Health & Safety both in the delivery of services and the treatment of others and ensure adherence to these policies by freelance workers.
- The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the company's Health and Safety Policy.
- To promote, develop and comply with the Theatre's Green policy practices to lessen the environmental impact of Hull Truck Theatre.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

### **Personal Specification**

#### **Essential experience and knowledge**

- Significant experience working at a senior level within a finance function
- Experience of preparing accounts to statutory accounts level
- Strong track record in budgeting, forecasting and long-term financial planning
- Sound knowledge of current accounting standards and good practice
- Working knowledge of taxation relevant to the charity and arts sector, including Income Tax, National Insurance, VAT and Gift Aid, with the ability to develop this further as required
- Experience of using and implementing computerised accounting systems
- Formal accountancy qualification with substantial post-qualification experience

#### **Skills and abilities**

- Strong financial management and analytical skills



- Excellent planning, organisational and resource management skills
- Strong IT skills
- Highly effective communication and interpersonal skills, both written and verbal
- Proven ability to lead, manage and motivate staff
- Ability to work effectively both independently and as part of a team
- Ability to build effective relationships with a wide range of stakeholders and external partners
- Ability to plan, initiate and manage projects and organisational change

#### **Desirable**

- Experience of working with Sage 50 Accounts
- Experience of the charity sector and accounting requirements for charities (Charity SORP )
- Interest in the arts sector
- Experience of financial reporting related to fundraising

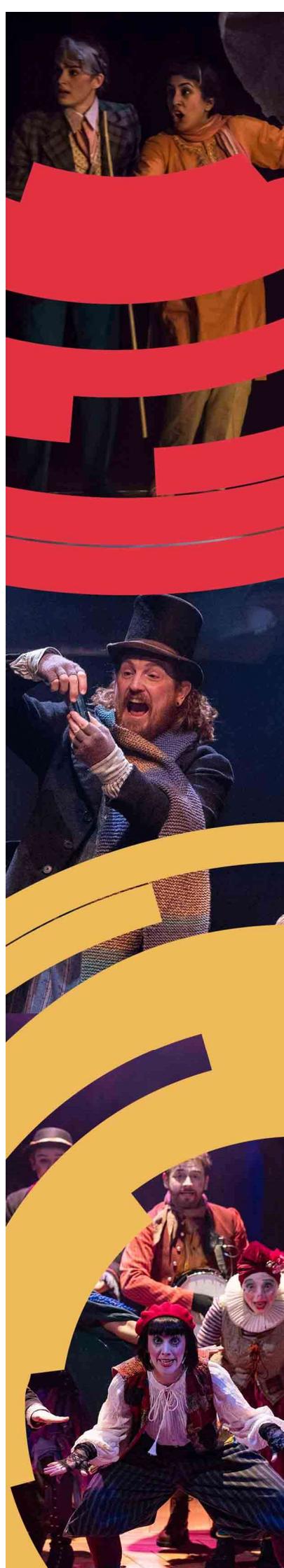
#### **Terms and Conditions:**

**Hours of work:** This is a permanent post, Full Time or Part Time applications encouraged. Full time would be 37.5 hours per week with 30 minutes/1 hour unpaid break each day, Monday to Friday. Core office staff are usually expected to work these within the hours of 8:30 and 6:30pm (to be agreed) with some evening work around shows.

**Flexible working:** Hull Truck Theatre wants to support a positive work-life balance for staff. Although the theatre's centrally located building remains our primary place of work, we are currently trialling applicable roles hybrid/flexible working - including the potential to request working up to 40% of hours flexibly from home.

The post-holder will be expected to offer reasonable flexibility in their working arrangements in order to fulfil the duties they have been employed to perform. There may be occasional evening and weekend work, such as attending the Theatre's press and guest nights.

**Overtime/TOIL** No overtime is payable, although Time Off in Lieu (TOIL) for weekend overtime will be given if approved in advance with the Executive Director.





#### Probation

There is a 6-month probation period during which time the notice is 1 month. Upon confirmation of appointment after successful probationary period, the employee is required to give 3 months' written notice to the company and the company will give 1-month written notice to the employee. After 4 years' service 1 additional week's notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.

#### Holiday

Holiday – 33 days per annum (including public holidays) rising by 3 days after 10 years' service to a maximum annual holiday entitlement of 36 days including public holidays. Pro rata part time working. The theatre is open over Christmas/New Year (except Christmas Day, Boxing Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.

#### Leave

Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.

#### Pension

Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available on request.

#### Tickets

Staff are entitled to tickets for Hull Truck Theatre productions (subject to conditions) and discount at the Theatre's café bar run by Shoot The Bull.

#### Right to Work

On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

### **Inclusion and Equality**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

### **Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking



to promote efficient and sustainable practices that create minimal impact.

## **Background Information**

### **OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

### **OUR VISION**

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

### **OUR VALUES**

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- Creative and Collaborative,
- Imaginative and Inspiring,
- Accessible and Relevant,
- Resilient and Sustainable.

*"We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity."*

Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (Stage 1 – 426 seats and The Godber Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull's local communities to address inequalities in accessing the arts.





In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We're delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrated 50 years of Hull Truck Theatre. Taking a look back at the theatre's journey since 1972 to the present, whilst also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**HULL TRUCK THEATRE GRATEFULLY  
ACKNOWLEDGES SUPPORT FROM**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

