

QUARANTINE

FINANCE MANAGER (PART-TIME)

ROLE DESCRIPTION



Quarantine is one of the UK's leading contemporary theatre companies. We make theatre, performance and other public events that engage directly with contemporary life and society. We work with a shifting constellation of collaborators - with highly skilled artists and performers and with people who've never done anything like this before; and are seen at the forefront of a raft of artists making theatre that directly engages the real and the everyday.

Quarantine's activities have been growing steadily for the last 3 years and we are now looking to develop and increase capacity in the areas of book-keeping and management accounting. This means developing a part-time, freelance role for a Finance Manager (1 day per week).

In brief, the role will involve some set-up and improvements to our current systems; general book-keeping; and management accounting.

ABOUT QUARANTINE

"It just reminds us, in the most potent way possible, that behind every face we pass in the street there beats a life of infinite complexity. In other words, it makes us see others afresh, with a new intensity, humanity & respect & you can't ask much more from theatre than that."

Joyce McMillan, The Scotsman, on Quarantine's first production, SEE-SAW.

Formed in 1998 by award-winning artists Simon Banham, Richard Gregory and Renny O'Shea, Quarantine makes theatre, performance and other public events. We are a small, independent, artist-led, highly efficient organisation.

We began in a spare bedroom in Manchester, and later worked out of Islington Mill, Salford for close to 10 years. Much of our work has been made in Manchester and Salford, often in partnership with cultural organisations like **Contact, HOME, The Royal Exchange Theatre, Chinese Arts Centre** and **Islington Mill**.

Our work has been seen at leading contemporary arts festivals and venues nationally and internationally - recently at **Gothenburg Dance & Theatre Festival**; **PuSh Festival**, Vancouver; **Festival de Otoño en Primavera**, Madrid; **Juncture Dance**, Leeds; **Sadler's Wells**, London - and at everyday locations like cafés, libraries and train station platforms. We are simultaneously hyper-local and international - we keep our eyes on the world and our feet firmly on the ground in the North West of England.

We are Associate Company at **HOME**, Manchester, and Associate Artists at **Lancaster Arts**. We were Creative Researchers at **Tate Modern** (2013/14) and Fellows in Theatre at the **University of Manchester** (2005/6), and won **Arts Council England's** art05 Award for Outstanding Achievement.

Our work is developed, managed and produced by the co-Artistic Directors, Richard Gregory (who is also CEO) and Renny O'Shea; and Executive Director, Ali Dunican (also Company Secretary); Greg Akehurst, Production Manager; Kate Daley, Admin Assistant; and our Communications Manager, Hannah Hiett. Our Board currently comprises eight people. As well as the statutory legal and financial roles, Quarantine's Board acts as critical friend, advocate and occasionally provides hands-on support. Quarantine is an Arts Council England National Portfolio Organisation, which means we receive annual funding until end of March 2018. We have recently applied to be an NPO for 2018 to 2022.

In 2016/17, we expect our turnover to be approximately £245k; it generally fluctuates between £200k and up to £500k per year.

Quarantine is a limited company (3662113) and registered charity (1100469).

EXAMPLES OF RECENT, CURRENT & FUTURE WORK

PAST WORK



SUSAN AND DARREN

Made with a dancer and his mother who we have known for 20 years - has toured to 9 countries and been performed over 100 times.



ENTITLED

Performed by theatre technicians and virtuoso dancers.



THE SOLDIER'S SONG

Made with and about currently serving soldiers. A karaoke booth where the audience sings along with on-screen soldiers.

CURRENT WORK



SUMMER. AUTUMN. WINTER. SPRING.

Made with local people and its audiences, this epic quartet of works - 3 performances and a film, presented as an all-day marathon - looks at our relationship with time.



WALLFLOWER

An exercise in mass portraiture, where 3 dancers try to remember every danced they've ever danced (90 minute, 5-hour and 12-hour versions).



BETWEEN US, WE KNOW EVERYTHING...

A touring project - collecting and sharing knowledge.



NO SUCH THING

Our smallest project, offering lunch in exchange for a conversation each month in a city centre curry cafe.

FUTURE WORK

TENANCY

We will offer short tenancies to artists to live and work in a Manchester city centre apartment and invite them to explore a relationship with their environment and their neighbours - those who live, work, play and shop in the city. *Tenancy* is an approach to creating relationships between artists, place and people, examining questions around regeneration.

VOICE (WORKING TITLE)

A new project that will focus on voice - learning to speak/ having a voice/ speaking for others - and its relationship with identity.

FINANCE MANAGER: The Role

Responsible to: Executive Director

The role will involve some set-up and developments/improvements to our current systems; plus general book-keeping; and management finance activities, including:

- Updating our current accountancy software (Quickbooks) to the latest, cloud based version;
- Reviewing and updating our chart of accounts and classes used;
- Improvements to annual budget and reporting models that meet the needs of the stakeholders (staff, board, funders) and meet statutory obligations for company and charity law including any updates to SORP. We have complex multi-year projects and restricted income and expenditure;
- Internal monthly reporting, feeding into quarterly management accounts that feed into annual budgets (prepared for our Board);
- Developing appropriate cashflow forecasts and statements;
- Generating and issuing sales invoices;
- Coding and inputting authorised purchase invoices and management of creditors;
- Coding and inputting authorised sales invoices and management of debtors;
- Weekly bank payments and monthly reconciliations, obtaining online banking authorisations;
- Quarterly VAT reports and returns; general VAT management;
- Small amounts of petty cash management and reconciliation;
- Monthly credit card reconciliations;
- Undertaking any review or remedial activities in liaison with the Executive Director, e.g. revising budgets, chasing debtors, contacting creditors etc
- General liaison with our bank(s), and with other statutory bodies such as HMRC; and our accountants;
- Taking part in financial review activities in advance of year end statutory accounts preparation;
- Working with the Executive Director and our accountants to support annual accounts preparation;
- Taking back-ups at regular intervals;
- Keeping up to date of any changes in company or charity law that might impact our finance systems and procedures;
- Undertaking any other finance related work as agree with the Executive Director.

Currently all payroll functions (including salaries, pensions, loans, salary sacrifice schemes); plus annual examination and accounts preparation are undertaken by our accountants.

Ideally, we are looking for someone for 1 day per week – either Tuesday, Wednesday or Thursday (ideally the same day each week, but we can be flexible). This will be based at our office in city centre Manchester.

Either freelance or salaried; fee/salary to be discussed upon application.

Our Board meets quarterly, and we would expect the Finance Manager to attend quarterly meetings. Quarantine's financial overview is managed by the Executive Director, to be supported by the Finance Manager and a new finance specialist on our Board (currently recruiting).

PERSON SPECIFICATION

Essential Skills, Experience and Qualities:

- Some accountancy qualification. Full or part qualified ACA, ACCA, CIMA, AAT or a diploma in accounting, showing evidence for the skills required to produce accounts to Trial Balance
- Evidence of experience of using finance software (we use QuickBooks)
- Experience of preparing management accounts including cashflow
- Experience of VAT
- Some experience of project accounting
- Excellent administrative, organisational and time management skills
- Attention to detail
- Computer literacy (preferably Mac user) and expert use of spreadsheets (Excel)
- Ability to work on own initiative and unsupervised
- Ability to work as part of a team, contributing specialist skills, and supporting colleagues appropriately with a cooperative outlook
- Friendly, open manner
- Good written and verbal communication skills
- Interest in improving systems
- Knowledge of and interest in theatre or the arts
- Commitment to equality of opportunity

Desirable:

- Experience of charity accounting (SORP)
- Knowledge of VAT for charities

TO APPLY

We welcome applications from people of all backgrounds but particularly welcome applications from people from BAME backgrounds as they are under-represented within our Board and staff team. We are also interested in hearing from people of all ages, a range of socio-economic backgrounds, ethnicities, faiths, gender, sexual orientation, disability, health status, those with dependents, and those who may have had unconventional career paths.

If you are interested in applying for the role of Finance Manager, please send your current CV, together with 2 sides of A4 detailing how you meet the person specification above.

You can also provide all this information (CV and how you meet the person specification) via a video or audio clip.

Please send this information to ali@qtine.com by **5pm** on **Monday 1 May 2017**.

If you would like to arrange an informal conversation by phone with the Executive Director, Ali Dunican, please call 0161 839 4392 or via ali@qtine.com on or after 24 April.

If you require this information in a different format or need alterations to the process due to access needs, please also contact Ali on or after 24 April.