

Finance Manager

Recruitment Information



Introduction

“Quarantine is quite simply a marvel, a company that's right at the forefront of British theatre... immensely touching, totally human yet also intellectually rigorous in their examination of the nature of performance and the raising of questions about what makes theatre seem real and reality so strongly theatrical.” – Lyn Gardner, The Guardian

Quarantine is an ensemble of artists and producers, based in Manchester and widely recognised as one of the UK's leading contemporary performance companies. Established in 1998 by directors Richard Gregory and Renny O'Shea with designer Simon Banham, we recently celebrated our 20th birthday.

We have developed an international reputation for our pioneering work in re-shaping who gets seen and heard in performance.

We make theatre, performances and other public events with a shifting constellation of artistic collaborators. Presented in original and often surprising ways, our work is an ongoing exercise in mass portraiture and often seeks to create the circumstances for conversations between strangers. As well as performances on stage for audiences in seats, we have hosted shared meals, invited audiences along to a family party, and given people the chance to connect with a serving soldier by singing a duet in a karaoke booth.

We are based in Manchester and present our work locally, nationally and internationally. Recent touring includes: **Manchester** Art Gallery; **Norfolk & Norwich** Festival; Fierce Festival, **Birmingham**; Dance Umbrella, Sadler's Wells, Barbican Arts Centre, BAC & Tate Modern, **London**; Noorderzon Performing Arts Festival, **Groningen**; Gothenburg Dans & Theater Festival, **Gothenburg**; Auawirleben, **Bern**; HAU, **Berlin**; SPRING Festival, **Utrecht**; Festival de Otoño en Primavera, **Madrid**; **Dublin** Theatre Festival; and PuSh Festival **Vancouver**.

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.

Quarantine's ensemble includes:

Richard Gregory – co-Artistic Director and Chief Executive
Renny O'Shea – co-Artistic Director
Executive Director – Ali Dunican
Sarah Hunter, Kate Daley & Lisa Mattocks – Artists and Producers
Frances Richens – Communications & Development Manager
Greg Akehurst – Production Manager

Our Board currently comprises 7 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 2022. We are also a Manchester City Council cultural partner and receive core funding from them until 2022.

In 2018/19, we expect our turnover to be approximately £400k; and it generally fluctuates between £200k and up to £500k per year.

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

ROLE DESCRIPTION

Role title:	Finance Manager
Contract:	Freelance, 1 day per week (on average - sometimes less; Tuesday, Wednesday or Thursday – ideally the same day(s) each week, but we can be flexible)
Start date:	Immediate
Fee:	£125-£150/day
Responsible to:	Executive Director
Qualifications required:	Accountancy qualification (CIMA/ACCA etc)
Experience required:	Min. 2 years experience at management accountant level
Location:	Our office (Manchester city centre)

We are looking for someone to join our small but dynamic team, who is a self-starter, has initiative and the appropriate finance skills and experience for this role.

RESPONSIBILITIES

Finance Systems: managing and maintaining the accounting software (Quickbooks), including chart of accounts, restricted and unrestricted fund accounting, data control, processes and procedures.

Management Accounts: Production and presentation of monthly management accounts for review by the Executive Director; and quarterly accounts for the finance sub-committee and then the Board of Trustees. To include income statement (with fund accounting) balance sheet and cash flow, alongside clear narrative and explanations with variations to budgets. To include reviewing and making continual improvements to presentation for clarity.

Liason with Board: Management of and attendance at quarterly finance sub-committee meetings (in advance of Board meetings); and occasional attendance at quarterly Board meetings. Quarantine's financial overview is managed by the Executive Director, supported by the Finance Manager and two finance specialists on our Board.

Forecasting: With the Executive Director, preparation of profiled annual budgets (and cashflows), revised in-year forecasts and budgets for 4-5 year business plans. Ad hoc financial forecasting as required for example to include in funding applications.

Financial Procedures and Controls: Maintenance and development of all financial procedures and controls.

Reporting: Internal and external reporting on both an accruals and on a cash basis.

Data Entry: Coding, obtaining authorisation and inputting of all purchase and sales invoices.

Bank Accounts: Management of the organisation's bank accounts and credit/debit cards, including bank reconciliations and forex exchange accounts.

Payroll: Operation of monthly payroll. Running payroll, reporting to HMRC, maintenance of the payroll system (currently part of QuickBooks), including management of the company pension scheme (currently with Smart Pensions).

Bank Payments: weekly payments and reconciliations, obtaining online banking authorisations and ensuring bank accounts are fully reconciled to Quickbooks at the end of each monthly statement.

VAT: Preparation and submission of VAT returns. Management of VAT records.

Gift Aid: Completing the gift aid claim process, ensuring accurate claims are submitted reflecting all current legislation and monies recovered in a timely manner.

Theatre Tax Relief: Preparation of working documents in order for our accountants to submit Theatre Tax Relief claims on our behalf.

Annual Accounts: In collaboration with the Executive Director, preparation of accounts for examination, and management of the annual accounts process by our external accountants.

Petty Cash: Management and reconciliation of petty cash and floats as required.

Debtors, Creditors and Control Accounts: Management of the debtors and creditors ledger and ensuring all balance sheet amounts are supported by control accounts and are fully reconciled on at least a quarterly basis.

Sales Ledger: Preparation and issuing of sales invoices upon instruction.

Staff Development: Support staff in financial processes and systems and knowledge for interpretation of accounts.

General:

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.

Keeping up to date with any changes in company or charity law that might impact our finance systems and procedures.

Undertaking any other finance related work as agreed with the Executive Director.

PERSON SPECIFICATION

Essential Skills, Experience and Qualities:

A recognised accountancy qualification. Full or part qualified ACA, ACCA, CIMA, AAT or a diploma in accounting, showing evidence of the skills required to produce accounts to Trial Balance

At least 2 years' experience at management accounting level

High level of computer literacy (preferably Mac user) including Excel and accountancy software (ideally QuickBooks)

Excellent written and verbal communication skills

Excellent organisation and administrative skills, including strong time management

High level in numeracy skills

Proven ability to work efficiently, methodically and independently

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

Knowledge of and interest in theatre or the arts

Commitment to equality of opportunity

Desirable Skills, Experience and Qualities:

Experience of charity accounting (SORP)

TO APPLY

We welcome applications from people of all backgrounds but particularly welcome applications from people from BAME backgrounds as they are underrepresented 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 a covering letter of no more than 2 sides of A4 detailing how you meet the person specification to ali@qtine.com by **9am on Monday 21 January 2019**.

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

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

If you require this information in a different format or need alterations to the process due to access needs, please also contact Ali using the details above.