

To apply please send a CV and cover letter to sofi@kingsheadtheatre.com by 28th Jan 2024 at 10:00am. For other ways to apply and for our venue accessibility, please see the second page of this document.



116p, Upper Street, N1 1QP | 0207 226 8561 | kingsheadtheatre.com

Job Title	Finance & Administration Manager
Reporting to	Executive Producer (Acting CEO)
Responsible for	Bookkeeper (freelance)
Works Alongside	N/A
Length of contract	Permanent
Type of Contract	35 hours per week, plus breaks
Salary	£35,000
Hours	Expected hours are 10-6pm Mon-Fri Some evening & weekend work required
Place of Work	Whilst we offer some flexible working where possible, it is expected that this role will predominantly be based at the theatre
Holiday	25 days per annum (Plus Bank Holidays)
Notice Period	2 months
Probation Period	4 months

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Our Organisation

King's Head Theatre is a purpose-built, wheelchair accessible theatre and charitable company with a 200-seat flexible auditorium and 50-seat cabaret space off Upper St, Islington which showcases a wide range of performance styles from plays to musicals, to opera & cabaret, to drag & comedy.

Established in 1970, King's Head Theatre was the oldest pub theatre in the UK until it closed its doors in August 2023. For 53 years the theatre was housed in the back room of the King's Head Pub on Upper Street in an old boxing ring and pool hall, before opening the new space in Islington Square right behind the pub theatre in January 2024.

Under Artistic Director & Founder Dan Crawford, whose tenure lasted 35 years until his death in 2005, the theatre became known as a breeding ground for new talent and great work. Renowned actors like Maureen Lipman, Hugh Grant, Jennifer Saunders, Dawn French, Alan Rickman & Richard E Grant all performed at the theatre, and a number of productions transferred to the West End and Broadway, premiering work from writers such as Steven Berkoff, Tom Stoppard, Bryony Lavery and Victoria Wood.

In 2010, the Olivier Award-winning company Opera UpClose Productions became the theatre's resident company for four years, and with Adam Spreadbury-Maher as Artistic Director, turned the King's Head into "London's Little Opera House", winning an Olivier Award for *La Boheme* in the Best New Opera category. Opera remains a key part of the theatre's focus, alongside a commitment to emerging, daring and innovative work, such as *Trainspotting*, the Edinburgh Fringe and touring immersive hit developed by King's Head Theatre.

The theatre showcases a lot of LGBTQ+ work which explores the full spectrum of experiences symbolised by the rainbow flag. It is a home for a new wave of theatre makers, with a focus on work which is joyful, irreverent, colourful & queer. This forms the basis of a lot of our charitable work as well, as we work closely with the LGBTQ+ and local community in Islington.

In the first year of the new King's Head, the theatre has showcased work from artists such as Rob Madge, Luke Bayer, Olivier award-winner Shaun McKenna, triple Fringe First winners Xhloe & Natasha, *Heartstopper's* Cormac Hyde-Corrin, Neil Ashton and writer Jonathan Maitland. The theatre has just announced its Spring 2025 season as it goes into its second year, working with artists such as Lauren Ward, Josie Benson, Vikki Stone, Rosie Day and former artistic director Hannah Price, who will be making her debut on the new stage.

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Accessible Applications Process

The Kings Head Theatre prides itself on its dedication to diverse and accessible programming, as such we are keen to demonstrate this in our recruiting and hiring processes and ensure that the members of our team reflect this.

We actively encourage applications from people who are d/Deaf, Disabled, Neurodivergent, from the Global Majority and/or those who identify as LGBTQ+.

Ways to apply:

- You can provide a CV (outlining your most relevant experience for this position) and a Cover Letter (detailing your suitability in accordance with the desired and essential skills listed above) and send to sofi@kingsheadtheatre.com
- Record a short video introducing yourself, a brief summary of your most relevant experience including your duties and responsibilities and describing your suitability for the role (no longer than 3 minutes)
- Request a short, informal chat via zoom/google meet in order to find out more about the role and to understand whether or not your prior experience would make you suitable to apply (email sofi@kingsheadtheatre.com)

About the building

Our new building has level access to the foyer and box office.

Our performance spaces including backstage and bar area can be accessed via a lift which is wheelchair accessible.

Currently, the Kings Head Theatre offices are located upstairs in the building which does not currently have ramp or lift access, however we can accommodate an office space in a more easily accessible part of the building if/as required.

There is a disabled toilet.

We are happy to support applicants who may need to apply for assistance and access needs via Access to Work if successful in their application.

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Job Description

The Finance & Office Manager will be responsible for the financial and office administration of the charity.

They will be the lead finance manager, managing all budgets, issuing settlements, working with the auditors on statutory accounts and reporting to the Executive Producer (acting CEO) and board on finance matters. They will also lead on administration, processes, policies, and office management for the organisation.

Person specification

Essential

- An accounting or equivalent qualification
- An enthusiasm for the arts
- Experience in financial management of a theatre
- Experience of reconciling box office, bar and other POS systems
- Experience of running theatre settlement processes
- Management accounting experience
- Experience of writing policies & procedures
- Exemplary communicator, and experience communicating with a variety of stakeholders
- Experience of managing budgets
- Office management experience
- Good level of IT Literacy
- Experience of using Xero

Desirable

- Understanding and appreciation of Kings Head Theatre's work
- Commitment to furthering intersectional LGBTQIA+ arts & culture
- Proactive attitude to promoting diversity and inclusion across the sector
- Experience of using Spektrix
- Confidence in using G-Suite
- Experience of reconciling third party ticketing agents
- Experience of HR onboarding, payroll and policies
- Understanding of financial processes such as VAT Returns, Gift Aid Claims, TTR, payroll

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Role Suitability

This is a senior level position, we are expecting to have 4+ years of experience in an equivalent role

We think you'll be good for this role if you have previous experience in;

- General Management
- Finance Roles
- HR Management

Responsibilities

Finance

- With the Executive Producer prepare management accounts, including cashflow forecasts, budget v. actuals, balance sheets, profit and loss statements
- Work with the bookkeeper to ensure effective management of the finance systems on Xero, our accounting software.
- Work with the Executive Producer to manage company and project budgets
- Work with the accountants and bookkeeper to ensure compliance with all statutory accounting requirements including submission of accounts to companies house, charities commission and corporation tax
- Manage invoicing for deposits, bookings and other service contracts
- Manage the production settlement process
- Chase for any outstanding invoices, including outstanding theatre hire agreements
- Support the bookkeeper in the collection of outstanding receipts
- Deposit cash takings & cheques to the bank
- With the bookkeeper manage the monthly payroll
- Be on the bank mandates for the charity and approve weekly accounts payable
- Ensure that Spektrix and bank is being reconciled effectively, and money between the bar EPOS and the bank.
- Devise, implement and manage finance procedures with department heads to ensure finance best practices across box office, front of house, bars and production.
- Support the bookkeeper with the preparation and submission of VAT Returns
- Oversee the submission of gift aid claims
- With the auditors submit the TTR and Corporation Tax Claims
- Manage the asset & risk register
- Process and reconcile all third-party agents and invoice them effectively

Office Management

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- Create company policies and procedures are up to date and in-line with best practise, working with department heads and including operational, HR, technical, and conduct policies
- Oversee recruitment, onboarding and induction processes
- Act as the office manager; devising, implementing and managing general office procedures and best practice
- Provide general administrative support alongside administrating the team wide G-Suite
- Ensure all business systems (Eg IT, communications) and key service contracts across the organisation work to the advantage of the company, introducing new management systems and upgrading where appropriate
- General administrative tasks such as organising effective insurance, board administration, distributing papers, writing minutes, organising gifts, sending invitations
- Supporting the Executive Producer with diary management
- Support the Theatre Team Manager with the apprenticeships, traineeships, internships and placement programmes
- Support the Buildings, Operations & Production Coordinator in ensuring all facilities contracts are adequate, including power, water, telephone, internet, cleaning, rubbish removal and other facilities as reasonably required

General

- Attend regular company meetings and department meetings
- Adhere to, and actively contribute to, all in-house policies
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of work or reputation of the theatre
- Always act in the best interest of the theatre
- Any other duties as reasonably required