

TARA × THEATRE

FINANCE & OPERATIONS MANAGER APPLICATION PACK

Job Title:	Finance & Operations Manager
Responsible to:	Executive Director and Joint CEO Freelance Finance Director
Oversees:	Building and Front of House Manager Freelance Technical Manager
Contract:	12 months fixed term

Tara Theatre

Tara Theatre creates innovative, politically charged theatre harnessing the power of co-creation. Our work explores the complexities of our world through a South Asian lens, championing South Asian voices and artists, identifying new narratives, new ideas and new forms.

For nearly five decades, Tara Theatre has supported the emergence of generations of South Asian performers, writers, directors, musicians and choreographers, and toured extensively both nationally and internationally. Artists such as Nitin Sawhney CBE, Ayub Khan Din and Sudha Bhuchar started their careers with Tara Theatre. As the longest running global majority led theatre, we are driving change within the UK theatre landscape, addressing the lack of diversity and representation and challenging our industry.

Tara Theatre is a contemporary and democratic space, a centre for a wide-ranging community of artists and audiences locally, nationally and internationally. We believe everyone we work with has an important and creative voice to be amplified, whether they are part of our local community, younger creatives, emerging talents or established professionals.

Our recent work has included a major international artist collaboration with the British Council, a powerful VR performance supported by The National Theatre's Immersive Story Telling Studio and a co-production with the Donmar Warehouse.

We are taking our current production 'Silence' on a national tour in April and May 2024.

<https://taratheatre.com/whats-on/silence-uk-national-tour/>

In 2023 our previous Artistic Director Abdul Shayek and Executive Director Helen Jeffreys we named in The Stage 100 list of the most influential people in British Theatre.

<https://taratheatre.com/news/tara-theatre-named-in-the-2023-stage-100-list/>

In 2024 we announced Natasha Kathi-Chandra as the next Artistic Director and Joint CEO of Tara Theatre <https://taratheatre.com/news/natasha-kathi-chandra-announced-as-new-artistic-director-of-tara-theatre/>

We are based in our beautiful theatre in Earlsfield, less than 10 minutes from Waterloo. The building was redeveloped in 2016 and houses a main auditorium, studio space, café-bar and garden and two floors of office space.

For more information about our work please visit www.taratheatre.com

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Overview of Role

The Finance and Operations Manager is a key member of Tara Theatre's team, overseeing the company operations and financial processes. They work alongside a Freelance Finance Director and the Executive Director.

Tara Theatre is a company limited by guarantee, and a charity. It has two trading subsidiaries, Tara Productions and Tara Enterprises. We currently have an annual turnover of circa £1 million.

We manage our finances and payroll in-house, using Sage accounting system.

We welcome applications from those looking to take on their first manager position, as well as candidates who may be returning to work after a pause in their career or looking to balance a role with their wider caring or parenting responsibilities.

For this role, we are open to conversations around either a full time or part-time contract and/or flexible working.

Duties and Responsibilities

Financial Management

- Lead on the effective day-to-day operation of the theatre's finance systems and processes, ensuring that financial policies and procedures are adhered to
- Process the monthly payroll system and the pension scheme
- Prepare, pay and reconcile all payments as they become due
- Take overall responsibility for the accounting system ensuring accuracy and timeliness of information, approving invoices, journal entries, settlements, bank reconciliations
- With the Executive Director, be a key contact for the company with external parties including the External Auditor, Bank Relationship Manager and HMRC

HR

- Manage staff recruitment, induction, development and training
- Ensure that HR policies and procedures follow best practice and are communicated and followed across the organisation
- Oversee all contracts with staff and freelancers
- Manage HR records including annual leave, TOIL, parental leave and sick leave
- Support the Executive Director to maintain and review the Staff Handbook and organisational policies.
- Ensure line managers understand their responsibilities and have sufficient support and training
- Line manage the Front of House and Building Manager, taking responsibility for their development and training

Budgeting and Reporting

- Set and manage Tara Theatre's core costs budget in liaison with the Executive Director
- Support the Freelance Finance Director and Executive Director as needed to prepare budgets and forecasts
- Support the Freelance Finance Director as needed to prepare monthly management

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accounts and year end statutory accounts

- Support the Freelance Finance Director and Executive Director to manage the annual audit process with the external audit company
- Submit claims for Theatre Tax Relief, Gift Aid and Corporation Tax returns for the subsidiary companies where applicable
- Manage department budgets with each budget holder
- Provide accurate financial reports to the Executive as required
- Prepare financial information to assist with funding applications and reporting to stakeholders
- Attend all Finance Committee meetings and Board meetings and subcommittee meetings as required. Prepare and distribute meeting minutes

Administration and Operations

- Ensure policy compliance and implementation in consultation with the Technical Manager including premises licensing, access policy, health & safety, risk assessment, environment policy, first-aid and fire marshal training and evacuation procedures
- Oversee the FOH and Building Manager in the general management of the building including maintaining and renewing office supplier contracts
- Oversee IT hardware, software and systems, including service contracts in liaison with Tara Theatre's IT support
- Manage the practical arrangements for Board meetings and other governance activities
- Support the Front of House and Building Manager in managing the front of house team
- Oversee the café bar offer alongside the Front of House and Building Manager to maximise income

Other duties

- Engage with and advocate for Tara Theatre's mission to be a catalyst for change within the theatre industry, increase diversity and equitable access to cultural provision, creative opportunities and careers
- Adhere to, and actively contribute to, all Tara Theatre policies, including Equality (diversity, access, and equal opportunities), Environmental and Health & Safety
- Work collaboratively, with respect, kindness and compassion in line with Tara Theatre's organisational values
- Any other duties as may be reasonably required as part of supportive team

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Person Specification

Essential

- Demonstrable and relevant financial experience preferably within the charitable sector
- Experience of using finance software (e.g., Sage, Quickbooks etc.)
- Experience of budgeting and forecasting
- Advanced Excel and IT skills and the ability to create and use complex spreadsheets
- The ability to communicate effectively with, and work closely with, finance and non-finance professionals alike – verbally and in writing
- Knowledge of HR legislation and managing HR processes
- Experience of managing building and office operations
- Excellent administrative, organisational and time management skills
- Absolute attention to detail and accuracy
- Ability to work to deadlines and prioritise
- A collaborative team player
- Commitment to best practice
- Commitment to diversity, equality and inclusivity

Desirable

- Working knowledge of payroll and employment status legislation, Income Tax, National Insurance, VAT, Theatre Tax Relief and Gift Aid
- Experience of preparing statutory accounts and managing an external audit
- Experience of theatrical production accounting
- Experience supporting high level decision making
- Passionate about Tara Theatre's mission

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Terms and Conditions

Salary: £38,000 - £43,000 per annum dependent on experience

Contract: Fixed Term Contract (1 year)

Working hours: Full time

We welcome applications from candidates who wish to work in a flexible working pattern (for example around caring responsibilities or access requirements relating to a disability).

We are open to the potential for the role to be part-time (salary on a pro rata basis).

Location: Tara Theatre, 356 Garratt Lane, London, SW18 4ES

Holidays: 25 days per annum plus all UK public and bank holidays

Pension: Tara Theatre offers a workplace pension plan with NEST currently with 5% employee and 3% employer contributions

Probation: Three months

Notice period: Three months (two weeks during probationary period)

How to Apply

Please send a current CV (including details of 2 referees) and covering letter (no more than 2 pages A4) outlining how your skills and experience match the person specification. Please also complete an Equal Opportunities Monitoring Form.

Email your completed application to:

Helen Jeffreys at recruitment@taratheatre.com

Please state **Finance and Operations Manager** in the subject line.

Deadline for applications is **10am on Monday 8 April 2024**

First interviews will take place on **Friday 19 April 2024**

If you would like to submit your application in a different format we would be happy to accommodate this, please contact lisa@taratheatre.com

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Global Majority backgrounds and candidates who self-identify as disabled and neurodiverse. All candidates who self-identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. Tara Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

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If you would like an informal, confidential conversation to discuss the role please get in touch with Helen Jeffreys, Executive Director on recruitment@taratheatre.com