

WORKING WITH US!

Help Wiltshire Creative achieve the vision of enriching the cultural and creative life of Salisbury and Wiltshire.



**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIVE

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIVE

INCORPORATING

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIVE

About Wiltshire Creative

Wiltshire Creative is a multi-arts organisation that brings together the energy and ambition of Salisbury Playhouse, Salisbury International Arts Festival and Salisbury Arts Centre. It is an ambitious and innovative joint arts offer that secures a bright future for audiences, artists and participants.

Our Vision

To enrich the cultural and creative life of Salisbury and Wiltshire.

Our Mission

To create and present a dynamic and inclusive range of cultural experiences for the people of Salisbury, Wiltshire and beyond, including our role as a Southwest hub for talent development and learning and participation.

Our Values

Creative, Inclusive and Ethical

You can find out more about us through our website and social media channels: <https://www.wiltshirecreative.co.uk/>

Follow us: @WiltsCreative



About the role

Job Title:	FINANCE DIRECTOR
Responsible to:	ARTISTIC DIRECTOR
Responsible for:	FINANCE MANAGER and Finance Team
Main Relationships:	Board of Trustees; Artistic Director; Finance Team; Head of People & Resources; Administrator; Communications & Sales Director; Ticket Sales (Spektrix); Operations Director; Take Part Director; Production & Technical Director; Producing team
Main External Relationships:	Arts Council England, Auditors, NatWest, VAT Advisors, TTR Advisors, Finance Systems Suppliers

The Finance Director has overall responsibility for the strategic leadership of the Finance team and function. They are responsible for ensuring the resources of Wiltshire Creative are deployed effectively and efficiently to maximise Wiltshire Creative's financial performance. They work with the board of trustees (including the Finance sub-committee), Artistic Director and senior management team, providing accurate and timely information and interpretation to assist decision-making across the organisation.

Wiltshire Creative is a charity and a company limited by guarantee with a turnover of c. £5m. The number of employees is 55 (full-time and part-time) and we employ an additional 155 casual staff and freelancers per year. The charity's wholly owned subsidiary, Playhouse Services Limited, operates our bars, cafes and Front of House sales. The majority of profits from these activities are transferred to Wiltshire Creative Limited by means of Gift Aid. A second wholly owned subsidiary, Salisbury Playhouse Productions Limited, is the vehicle for managing all Theatre Tax Relief claims on behalf of the charity. The charity produces consolidated group accounts.

Key responsibilities

Strategy

- To provide financial leadership in support of Wiltshire Creative's mission and wider strategic initiatives
- To attend board, finance sub-committee and SMT meetings to advise and report on all financial matters

Finance

- To ensure accurate and robust planning, management and reporting of Wiltshire Creative's finances
- To ensure the effective development and implementation of finance policies and procedures
- To monitor financial targets
- To develop, operate and monitor financial controls
- To be responsible for overall cash management – monitoring cashflows and cash positions
- To oversee the internal and annual external audit processes and to be the lead contact for the company's auditors
- To analyse financial information and prepare financial scenarios as and when required

Governance and Legal Compliance

- To ensure that Wiltshire Creative meets best practice and latest regulatory and legal compliance related to both company and charity law

Staff Management and Team Development

- To lead and manage the finance team and supervise operation of payroll

General

- To always act in the best interests of Wiltshire Creative
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To be flexible and to undertake any other reasonable duties as requested by the Executive

About you

- Qualified accountant or other equivalent level qualifications – e.g. ACA, ACCA or ACMA – to demonstrate understanding of accounting practice
- You will be able to prepare statutory accounts and fully understand the audit process, and prepare budgets and insightful management accounts along with a range of other financial reports
- You will be comfortable performing at a senior management level including contributing to or leading strategic and business planning processes
- You will be familiar with monitoring and tracking financial targets and controls and able to proactively advise the Board and Executive on progress
- You will be able to support and advise non-financial managers and budget holders to successfully plan and manage their budgets
- You will be capable of reviewing and leading on changing work processes and requirements, including developing robust policies and procedures
- You will be familiar with current legislation and taxation issues and able to ensure compliance with legal obligations
- You will be able to demonstrate communication, team management, negotiation, prioritising and organisation skills and contribute to a dynamic and supportive work environment
- You will have good IT skills and familiarity with accounting software e.g. Xero and Microsoft Excel
- You will be able to understand and adapt to the needs of a charity, producing theatre and multi-artform organisation through active learning and engagement where previous experience has been in a different sector
- You will support Wiltshire Creative's values: Ethical, Inclusive and Creative

Terms and Conditions

Salary	£55 - 60,000 per annum, DOE
Type of Contract	Permanent full-time
Location	Salisbury (Playhouse or Arts Centre) Hybrid working may be considered
Hours of work	40 per week to include a daily paid lunch hour, usually Monday to Friday Flexible working hours may be considered
Holiday	29 days per annum (including bank holidays)
Benefits	<ul style="list-style-type: none">• Wiltshire Creative offers a pension scheme through People's Pension, whereby contributions will be deducted from your salary and are currently matched by Wiltshire Creative up to 3% of salary. Wiltshire Creative is legally obliged to auto-enrol all eligible employees into this scheme after three months' employment, although the employee has the right to 'opt out'.• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Discounts in our bars and cafés• Buddy scheme for new staff• Opportunity for flexible working patterns• Wellbeing activities• Employee Assistance Programme• A fully trained team of Mental Health First Aiders• Training and development opportunities• Cycle Scheme• Computer Scheme• Interest-free travel season ticket loans <p>Full details are available upon request</p>

How to apply

The closing date for applications is Monday 15th April 2024 at 9am.

Thank you for your interest in this post. We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.

How to apply for this post

To apply, please complete our application form (downloadable from our [website](#)) and send it to recruitment@wiltshirecreative.co.uk, with the job title in the subject line. Hard copies are available on request. Please note that we will NOT accept CVs.

We are happy to accept applications in different formats as noted above. Please get in touch if you would like to discuss this.

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](#). A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

How to apply

What Next?

Shortlisted candidates will be invited to an interview to take place on 25th April 2024.

If successful at the first interview, there will be a second interview on 2nd May 2024.

Please let us know if you are not available at this time as we hope to be flexible.

After the interviews, the selected candidate will be contacted and a conditional offer of employment will be made, subject to satisfactory references. Assuming we haven't done so already, we will then contact your referees and keep you updated of the progress. We will endeavour to inform you within 3 weeks of the closing date if your application has not been successful.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months, and then destroyed. Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.