



JOB DESCRIPTION

JOB TITLE	Finance Business Partner
DEPARTMENT	Finance
REPORTS TO	Head of Finance Business Partnering

Our vision

To be the world's most exciting centre for Shakespeare and theatre experiences.

Our purpose

We use Shakespeare's enduring relevance to ignite the power of theatre to spread empathy and launch cultural experiences that inspire hope at every stage of people's lives.

INCLUSION STATEMENT

People are at the centre of the Globe's work. We create ways to enable our wide community to feel visible, and for everyone's contributions to the Globe's purpose to be heard and respected.

We value and respect individual lived experience and drive inclusion through mindful awareness, empathy, care and belief, with a commitment to regularly improve how we empower and support people to do their best work. We will be honest and acknowledge our present conduct, approach and intention, as everyone works towards a shared common purpose to create greater inclusivity.

This role will actively embed inclusion, anti-racism and access principles into the work of the Finance Business Partnering team.

FINANCE DIRECTORATE

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two iconic theatres, our work harnesses the power of performance, cultivates intellectual curiosity and excites learning.

The Finance department supports the organisation in delivering its charitable and commercial objectives, with the Financial Services team processing transactions and making payments; and the Financial Business Partnering team preparing management accounts, financial statements and providing business partnering to the business.

PURPOSE OF THE ROLE & DESIRED IMPACT



The Finance Business Partner will be the principal point of contact for their relevant departments and stakeholders for financial and business needs, supporting the Globe's support divisions and capital projects.

The Business Partnering team needs to understand where the budget holders are, understand their fears and concerns, understand the reasons behind their previous decisions, and hold them to account whilst inspiring them to work differently to achieve the financial budgeting. The ability to get buy-in is important whilst ensuring objectivity is essential. We do not need an enabler, we need a gentle and collaborative disruptor.

HOW YOU WILL WORK

- You will be the “go-to” contact for your budget departments and stakeholders.
- You will have a confident knowledge of your departments' budgets, the cost drivers and will be able to identify efficiencies.
- You will be comfortable modelling financial scenarios, budgets and forecasts.
- You will progress in your qualification and CPD with support from the Globe.

You will be responsible for:

Business partnering and financial insight

- Act as the primary finance business partner for designated departments, capital projects and buildings operations.
- Develop a deep understanding of budget areas, cost drivers and operational pressures, providing proactive financial insight and challenge.
- Meet regularly with stakeholders to review performance, develop forecasts, and support decision-making through financial modelling and scenario analysis.

Capital Project & Building Operations

- Lead financial oversight and business partnering for major capital projects, including projects nearing completion and significant strategic programmes such as the Thatch replacement (currently RIBA Stage 2, planned for 2028/29).
- Hold responsibility for the Fixed Asset Register, ensuring accurate capitalisation, depreciation and reconciliation to project activity.
- Partner closely with Buildings Operations teams to support lifecycle planning, maintenance budgets and long-term asset sustainability.
- Management accounts & forecasting.
- Prepare and maintain management accounts for responsible departments, projects and capital activity.

Value for money & sustainability

- Identify opportunities for efficiency and improved value for money, working with stakeholders and the Head of Procurement to develop and implement actions.
- Develop and embed carbon monitoring and environmental reporting, integrating this into management accounts in support of the Globe's strategic objectives.

Leadership & development

- Support and develop junior members of the Management Accounts team, providing guidance on business partnering, modelling and stakeholder engagement.

**PERSON SPECIFICATION**

- Studying towards a recognised accounting qualification (CIMA/ACCA or equivalent).
- A comprehensive understanding of technical accounting (double-entry, accruals & prepayments, cost centres, experience of using an accounting system and using Pos).
- An interest and knowledge of theatre and/or the charity sector.
- Sound working knowledge of MS Office, especially Excel.
- Ability to absorb and classify information and arrange appropriately; quickly locating and retrieving relevant target information.
- Organised approach to work: methodical, accurate and attention to detail.
- Good interpersonal skills and the ability to build effective working at all levels, internally and externally.
- A proactive, “can do” attitude with a strong customer service focus.
- The ability to work effectively in a team environment and be a supportive team member.
- Excellent attention to detail.
- Willingness to be flexible and to adapt to new demands in a fast-moving environment.
- Able to maintain confidentiality when dealing with sensitive information.
- Have the confidence to challenge stakeholders and assumptions.
- An understanding of partial VAT exemptions.
- An interest in sustainability and environmental reporting, or a willingness to develop expertise in this area.



TERMS & CONDITIONS

Permanent, Full-Time

A full set of terms and conditions will be supplied with a contract of employment.

Salary: £44,000 per annum (pro-rata if part-time)

Hours: 35 per week, exclusive of breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked. Requests for part-time and flexible working will be considered.

Holiday: The annual holiday leave is 25 days per calendar year (full-time equivalent) plus Bank Holidays. One day of additional annual leave every service anniversary up to 28 days (full-time equivalent).

Benefits

- Discount in the Globe shop and onsite restaurants/cafes
- Staff discounts via My Globe perks and better Bankside Buzzcard
- Free entry to selected shows, events and activities
- Access to our free employee assistance programme and 24/7 virtual GP service
- Family friendly policies; enhanced maternity, paternity, adoption, and shared parental leave
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans available
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Free Staff Yoga
- Enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time, and the employee will be consulted over any substantial changes.

As a term of employment, you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.