



## JOB DESCRIPTION FINANCIAL CONTROLLER (FULL TIME)

<b>Post:</b>	Financial Controller
<b>Employer:</b>	Hull Truck Theatre
<b>Department:</b>	Finance
<b>Line Manager:</b>	Executive Director
<b>Grade:</b>	Senior Manager
<b>Reports to:</b>	Finance and General Purposes Committee
<b>Reports From:</b>	Payroll & Finance Administrator, Finance Officer, Auditors
<b>Responsible for:</b>	The planning and control of the finances of Hull Truck Theatre and subsidiary companies and to ensure that the aims and targets of these companies are achieved in the most cost-effective way.

### Post Responsibilities:

**Aim of post:** A member of the Strategic Management Team (SMT) involved in planning, scheduling and strategy. The Financial Controller will play a key role in the future of Hull Truck Theatre's activities, contributing to the creation and delivery of business objectives. Responsible for the management, supervision, delivery, and financial control of the finance operations of Hull Truck Theatre, issuing relevant Financial Reports on all Theatre Operations including Management Accounts, and being responsible for the efficient and effective day to day running of the Finance department.

### Leadership

- Establish and develop appropriate financial systems to deliver forward financial planning, including budgeting, forecasting, monitoring, cash flow and capital requirements
- Ensure adherence to financial aspects of stakeholder service level agreements (SLAs), including Arts Council England and Hull City Council
- Establish and develop transparent financial controls throughout the organisation and keep these under review for their effectiveness
- Review computerised accounting systems, make recommendations for upgrade/change and implement recommendations
- Management of the theatre's IT and office equipment contracts, including regular reviews
- Management of the financial aspects of the theatre's outside catering contract, including regular reviews



- Contribute to the development of budgets for fundraising applications, and work with the Development department to establish systems for maximising income from donations and sponsorship.
- Lead the theatre's GDPR working group and, as part of the GDPR team, be responsible for key parts of the theatre's Data Protection Policy and delivery thereof.
- To ensure appropriate risk management techniques and financial controls are embedded throughout the charity and its subsidiary companies at strategic and operational levels.

### **Forecasting, budgeting, Treasury, Tax and Compliance**

- Production of annual consolidated accounts (for Hull Truck Theatre, Hull Truck Events and Catering Ltd (HTEC), Hull Truck Enterprises Ltd (HTEL) and Hull Truck Productions Ltd (HTP) in partnership with auditors.
- Provide quarterly management accounts for the Hull Truck Theatre Board showing performance against budget and previous year, forecast year end position and (with the Executive Director) explanations for variances
- Reporting management accounts to the theatre's Finance & General Purpose (F&GP) committee and Board, working closely with the chair of F&GP
- Monitoring of project budgets, including cash flow, and production of final financial reports for specific Projects
- All matters in relation to VAT (including group partial exemption)
- Prepare Theatre Tax Relief calculations to facilitate the submission of tax credit claims to HMRC by auditors
- Prepare and submit Gift Aid claims
- Ensuring company information is kept up to date with Companies House and the Charity Commission

### **Financial systems, processes and controls**

- Maintenance of Fixed Asset records including posting of depreciation
- Quarterly reconciliation of prepayments, accruals, accrued income and deferred income
- Quarterly reconciliation of settlements for visiting companies, including contras and recharges
- All other balance sheet reconciliations to be performed at least quarterly
- Assist with annual budget and breakdown into quarterly budget and monthly cash flow
- Reporting actual expenditure against budget to individual budget holders
- Producing and maintaining records for income and expenditure relating to both Restricted and Designated Funds
- Quarterly reconciling of financials for outsourced catering operations including events charges and turnover share
- Complete and submit all financial returns required by the bankers, Charity Commission, funding and other bodies within required timescales
- Ensure full compliance with all legislative and financial regulatory requirements
- Manage the effective control of all funds, timely collection of monies due and payment of monies owed, providing cash flow forecasts, ensuring availability of working capital and maximising interest earnings wherever possible
- Oversee day-to-day financial administration, including posting of income, banking, sales invoices, credit control, supplier payments, credit/prepayment card transactions, petty cash and visiting company settlements



- Oversee collating of monthly staff payroll information for the outsourced payroll provider
- Oversee the processing of weekly payroll for actors and stage management
- Control of all manual and computerised accounting systems
- Support budget holders and other staff and ensure they are provided with sufficient information and skills for the control and maintenance of their budgets and the preparation of funding applications

### **Operational**

- Be a member of the Strategic Management Team (SMT) responsible for formulating, planning and implementing HTT strategies, policy and business plan
- To work closely with the Strategic Management Team on strategic issues affecting Hull Truck and the sector
- Line management of the finance team
- Manage an effective relationship with the companies' bankers
- Manage the relationship with the companies' auditors and the year end audit process and the production of statutory accounts
- Manage the relationship with the theatre's outside payroll provider
- Manage the relationship with the theatre's insurance broker.

### **Other Duties**

- Attend Board, management team and other meetings as appropriate and as required
- Engage in region wide networking meetings with the arts and business sectors as appropriate
- Work within the company's established policies and practices including equal opportunities, safeguarding, artistic and social policies.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure that the operational needs of the Company are met. This includes undertaking duties of a similar nature and responsibility as and when required.
- The above duties may involve having access to information of a confidential nature that may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- All employees are expected to take positive action to promote equal opportunities in all aspects of Hull Truck Theatre.
- The Health and Safety at Work Act and other associated legislation places responsibility for the Health and Safety of all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and other employees in accordance with legislation and the Company's Health and Safety Policy.
- Play an integrated role in the company through pro-active and regular communication – both formal and informal - with other staff.
- Occasional travel to performances outside Hull, or rehearsals in London or elsewhere, if required.
- To act always in the interests of Hull Truck Theatre.
- Any other duties as required by the Executive Director and Artistic Director, in accordance with the general purpose of this post.



## **Personal Specification:**

### **Essential**

- Working in the finance function at a senior level
- Producing accounts to statutory accounts level
- Planning and resource management
- Current accounting good practice
- Significant experience of forecasting, budgeting and financial planning
- Working knowledge of taxation issues (particularly Income Tax, NI, VAT and Gift Aid) and the ability to broaden that knowledge as required.
- Computerised accounting package use and implementation
- Strong planning and organisational skills
- Accounting skills
- Financial management skills
- Strong communication and interpersonal skills, both written and oral
- Strong IT skills
- Good ability to lead, manage and motivate staff effectively.
- Ability to work in a team and under own initiative
- Ability to work with a wide range of individuals and agencies
- Formal accountancy qualification(s) with significant post qualification experience
- Ability to plan, initiate and manage projects and new developments

### **Desirable**

- Experience of working with Sage 50 Accounts
- Experience of Charity SORP
- Experience of the charity sector and accounting requirements for charities
- Interest in the arts sector
- Experience of financial reporting related to fundraising

## **Terms and Conditions:**

- This is a permanent, full-time post working 37.5 hours per week with 30 minutes/1 hour unpaid break each day (4-days a week would be considered). Normal hours of work are Monday to Friday, core office staff are usually expected to work these within the hours of 8:30 and 6:30pm (to be agreed) with some evening work around shows.
- The salary will be c.£40,000-£45,000 per annum, depending on experience. This will be paid monthly in arrears.
- Hull Truck Theatre wants to support a positive work-life balance for staff. Although the theatre's centrally located building remains our primary place of work, we are currently trialling applicable roles hybrid/flexible working - including the potential to request working up to 40% of hours flexibly from home.
- Flexible working requests welcomed.
- Hull Truck Theatre is a Disability Confident Employer.
- The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform. There may be occasional evening and weekend work, such as attending the theatre's press and guest nights.



- No overtime is payable although Time Off In Lieu for weekend overtime will be given if approved in advance with the Executive Director.
- There is a 6-month probation period during which time the notice is 1 month. Upon confirmation of appointment after successful probationary period, the employee is required to give 3 months' written notice to the company and the company will give 1-month written notice to the employee. After 4 years' service 1 additional week's notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.
- Holiday – 28 days per annum (including public holidays) rising by 1 day per every complete year worked, to a maximum annual holiday entitlement of 33 days including public holidays. Pro rata part time working. The theatre is open over Christmas/New Year (except Christmas Day, Boxing Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
- Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
- Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available.
- Staff are entitled to tickets for shows, subject to particular conditions and discount at the theatre's catering operations.
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

### **Inclusion and Equality:**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

### **Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

**Deadline for applications is Wednesday 1<sup>st</sup> May Interviews will be w/c 6<sup>th</sup> May.**

### **Background Information**

#### **OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

#### **OUR VISION**



To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

## OUR VALUES

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- Creative and Collaborative,
- Imaginative and Inspiring,
- Accessible and Relevant,
- Resilient and Sustainable.

“We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.”  
Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (Stage One – 429 seats and The Godber Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull’s local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We’re delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrated 50 years of Hull Truck Theatre. Taking a look back at the theatre’s journey since 1972 to the present, whilst also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.



It is widely known that people who experience barriers to arts employment due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.

If any of this process is inaccessible to you, please get in touch through [admin@hulltruck.co.uk](mailto:admin@hulltruck.co.uk) and let us know how you would like to apply e.g., by video, and we'll work with you to accommodate that as best we can.