Head of Finance

Applicant Information Pack

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30 April 2021

Introduction / How to Apply

Thank you for your interest in the role of Head of Finance at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the Work With Us page of our website. You will need to upload your CV as part of the application form.

All applications must be submitted by **10am Monday 24th May 2021**. Successful shortlisted applicants will be invited to attend an interview in the **week commencing 31st May 2021**. We can provide a BSL interpreter if required.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

People Team
Battersea Arts Centre

About Battersea Arts Centre

Battersea Arts Centre is a home for radical artistic ideas. We support artists, young people and communities to spark positive change through their creativity in many different ways, and this social purpose is central to everything we do. Based in an iconic building at the heart of Battersea, our work revolves around an ambitious live and digital programme of performance, heritage, events, and creative and community projects. Projects developed at BAC can also be found in our communities and on tour across the UK and the world.

BAC's Programme

Every year, BAC presents seasons full of devised and company-based work that inspires, provokes and challenges audiences. We are most excited by the unconventional and the surprising – work that can really provoke positive change in the world. The core of the programme has always been theatre, but as an arts centre we also present dance, comedy, spoken word and circus. The best thing about BAC's programme is that it is constantly adapting, evolving, and reaching for something different.

As well as live performance in our many flexible performance spaces (including building-wide takeovers), we aim to present digital-based projects in our seasons. We also tour nationally and internationally, and working with international artists is part of our ambition to bring the best creative ideas to South London.

In addition to commissioning and programming work, BAC has always been a critical development house for artists and companies – we have played an integral part in the story of many important creatives (including Kazuko Hohki, Kae Tempest and Punchdrunk). Our ambition is to continue to be a vital resource to the next generation of ground-breaking performance-makers with a refreshed residency programme.

We support pioneering artists experimenting in new live forms, digital media, immersive technologies and creative AI. We also aim to continue to lead the way in community-based creativity and co-created work. Work co-created with communities and young people, such as BAC's Beatbox Academy, sits alongside commissions by professional artists. Moreover, we want to continue to push boundaries for inclusion and accessibility for both practitioners and audiences. In 2020, working with Touretteshero, we became the world's first Relaxed Venue. In 2021 we moved all our work to Pay What You Can.

Though very grounded in our South London home, BAC has always been an organisation that actively engages nationally and internationally. Current large programmes that BAC leads and connects with include the Co-Creating Change Network, Horizon (England's showcase in Edinburgh), Moving Roots, and the Collaborative Touring Network.

Project Working

BAC operates a project working structure, which means all of our strategic and creative activity takes place within projects. These projects are operated and supported by a set of teams who bring their specialisms - from communications and technical to producing and finance - to each project. Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's expertise, creating more dynamic teams across everything we do. The four Projects at BAC are:

- Creative Activities: creative Live & Digital activity and artist support
- Creative Enterprises: commercial events, catering, bars and the Scratch Hub
- Creative People: working with local communities, young people and national networks to support everyone to be creative
- Creative Space: managing the use and care of our building

Each Project has a Shaper, who leads on strategy, planning and vision for the Project, and Team Members, who contribute their specialist knowledge, supporting the delivery of the Project. Each Project has a goal, a set of objectives and risks, and a budget. Each staff member might be in one Project or in many. This can change depending on the person's development and the changing needs of the organisation. The Head of Finance will work as a Team Member of the Finance Team across all four projects.

Working at Battersea Arts Centre

In the short term, due to guidance on Covid-19, this role will be working remotely.

BAC's office is an open-plan space on the second floor of our building, Battersea's old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout the building; there are accessible toilets and a mix of loud and quiet spaces. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles up a hill. There is a disabled parking bay on Theatre Street next to the building

The role will involve regular meetings, communicating via phone/video, email and in person and using a computer for several hours across the day. Some evening and weekend working may be required as part of this role, such as to attend board meetings. Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

BAC is a busy organisation and has around 50 members of staff. All staff are offered a flexible management structure through a combination of line management, in-house coaching, individual supporter and mentor options. Usual office hours are 10am-6pm and we offer flexible working where possible.

The Role

Responsible to: Director of Finance

Responsible for: Finance Manager & Project Finance Manager

Main Roles and Responsibilities include the below and carrying out any additional responsibilities as required by your Director or by the leadership team of Battersea Arts Centre.

The Head of Finance is a role of substantial responsibility and accountability, overseeing the day-to-day operations of the Finance Team.

The Head of Finance is tasked with overseeing the extensive variety of duties undertaken by the Finance team, including setting targets and supporting individual Teams and Projects to create and maintain their budgets.

The Head of Finance will maintain all financial systems, identifying areas that require improvement and implementing necessary changes to support business development, while reporting to the Director of Finance in regard to all financial and accounting activities.

This position involves a broad spectrum of operational responsibilities and requires a wide range of knowledge and experience.

Outlined below are a number of standard duties that this job role entails:

Head of Team Responsibilities	• As Head of Finance you will work as part of the senior management team and will also work closely with the Directors to support and drive BAC's purpose and wider strategic initiatives; • Lead and enable the delivery of the Finance team's strategic objectives/KPIs; • Ensure the Finance team's work is compliant, responsive and flexible – and that the team as a whole is working effectively and efficiently, adapting or introducing systems as required; • As required, undertake occasional special projects in supporting the Directors to deliver the organisation's objectives.
Team/Project Budgets and Cash Flow Statements	• Support and guide budget holders and senior managers in their financial management responsibilities, including the preparation and management of monthly Budget vs Actuals. • Maintain overall organisational consolidated budget and cashflow forecast on an ongoing basis.

	• Advise budget holders on actions needed to manage budgets and forecasts, challenging assumptions and helping to manage and exploit risks and opportunities. • Play a leading role in the annual budget-setting process as well as feeding into longer-term financial business planning.

Month End Accountancy	• Produce and resolve Month-end Journals for:
	  o Intercompany Transactions
	  o Control Accounts
	  o Restricted Funding and Designated Reserves
	  o Provisions
	  o Deferred Income
	  o Accruals
	• Labour Journals
	• Tracking Journals

Management Accounts	• Be accountable for delivering timely monthly management accounts, working closely with the Finance Manager, Project Finance Manager and Finance Administrators on their preparation and delivery. • Provide analysis and insight into the monthly management accounts. • Produce of Monthly consolidated P&L Statement and Balance Sheet. • Produce project-specific P&L statements. • Produce monthly MI including Movement of Equity and Ratio analysis. • Produce clear and timely Board reports.
Compliance & Controls	• Ensure financial policies are reviewed at least annually and remain fit for purpose. • Regularly review adequacy of internal controls and processing procedures to ensure tight controls, best practice and prompt reporting, and which minimise the risk for error. • Keep up to date with technical and legislative developments across the industry and ensure BAC's compliance. • Ensure timely and accurate preparation and submission of all regulatory returns.
Fundraising Budgets	• Work closely with the Fundraising Team to produce and develop project budgets. • Integrate successful applications into organisational budgets. • Support the introduction and maintenance of standardised budgets for applications.

Audit	• Support the Director of Finance with the Year End Audit. • Provide support for quarterly internal auditing.
Team Development & Leadership	• Oversee team member's objectives and ensure these are delivered. • Ensure the development needs of the team are identified and addressed as appropriate. • Provide supportive line management, as well as cover, induction and training for other members of the Finance team. • Undertake any other duties supporting the Directors as reasonably required.

Person Specification

Essential
Experience: • Degree in accounting, business, economics, finance, or a related field – or equivalent professional experience. • Demonstrable experience (minimum 3 years) of working in a business finance environment. • Experience leading a team and line managing staff. • Experience of Change Management. • Experience of successfully managing large budgets Skills & abilities: • Strong written and verbal communication, and interpersonal skills. • Outstanding mathematical skills. • Critical thinking and problem-solving skills. • Strong budgeting and financial management skills. • Excellent time management and prioritisation skills, with the ability to manage competing demands. • Ability to support, motivate and train team members. • Ability to analyse data to inform decision making. Interests & values: • A commitment to Battersea Arts Centre's purpose & values. • Honesty and high degree of integrity. • Reliability and commitment. • Accuracy and attention to detail. • Strong efficiency and organisation. • Ability to work effectively both in a team and independently. • A positive, proactive, flexible and collaborative approach
Desirable
• Experience of reporting to board members. • Knowledge of inclusive practice and/or working in an accessible way or setting.

Terms & Conditions

Salary:	£40,000 – 45,000 gross per annum, depending on experience
Hours:	35 hours per week, excluding a daily one-hour lunch break. This role is 5 days a week Monday-Friday; usual office hours are 10am-6pm. We offer flexible working where possible. Occasional evening and weekend work may be required. All staff at Battersea Arts Centre are expected to attend performances and be a part of the artistic life of the organisation.
Overtime:	No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.
Annual Leave:	4 weeks per year pro rata (5 weeks following one full year of service)
Probation period:	6 months, with a 3 month review
Notice period:	3 months
Contract Period:	Permanent
Workplace Pension Scheme:	BAC's pension scheme is provided by NEST
Staff Benefits	Complimentary tickets for performances at BAC (subject to availability and staff ticket policy) Cycle to Work Scheme Discount on meals in the BAC cafe (subject to discount policy) 5 Development Days per annum