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**Finance and  
Administration  
Manager**

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# OVERVIEW

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<b>Reports to:</b>	Executive Director
<b>Salary:</b>	Equivalent £26,250 per annum
<b>Hours:</b>	35 hours per week. Flexible working encouraged, based on-site at Little Angel Theatre, and from home.
<b>Holiday:</b>	Equivalent 25 days per annum.
<b>Permanent contract:</b>	1 year, with the possibility to extend.
<b>Training:</b>	We would be interested in supporting someone with a training contract, either looking to start their finance qualification or partway through. The role is managed and mentored by a chartered accountant with over 10 years post qualification experience. This is a fantastic opportunity for this level of support in this size of an organisation.

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com)

Please head to our website to see how to apply for the position.  
<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

# About Little Angel Theatre

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Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

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***“Little Angel is nothing less than an icon of north London childhood.” Time Out, 2016***

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# CORE DUTIES

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## The role

Little Angel Theatre is seeking a proactive, aspirational, and committed Finance and Administration Manager.

This role looks after the day-to-day finances of our wide-reaching organisation – with two sites, touring shows, digital programmes and ongoing schools and community projects. You will work across the organisation to ensure that we adhere to financial rules and regulations, whilst enabling our teams to run their activities smoothly. It is a great opportunity to be a core part of a visionary company as it grows and develops out of the challenges of the pandemic.

This role is varied, and a successful candidate will show a positive problem-solving attitude along with the management skills to deal with the challenges of our diverse and agile operation. This role consists of three key aspects: financial management and reporting, coordinating the general administration of our charity (including supporting governance) and human resources.

This job offers a unique insight into the breadth of activity delivered at a leading children's arts organisation.

## Principal areas of responsibility:

- Ensure the smooth running of the organisation's financial processes, including cash flow, day-to-day financial processes, bank reconciliations and tax returns.
- Produce the quarterly management accounts for the organisation.
- Produce the annual statutory accounts for the organisation.
- Oversee the administration of the charity, from day-to-day operational issues to supporting the governance of the organization.
- Oversee the HR processes of the organization, ensuring our processes are compliant and transparent. Playing a key role in delivering a welcoming and supportive working environment.
- To work proactively to highlight potential areas for the organisation to develop.

Our Finance and Administration Manager contributes to activities in the following ways.

## **Financial Accounts**

- Reconcile all bank accounts and payroll payments
- Prepare and submit VAT returns on time, and monitor associated balance sheet controls.
- Ongoing reconciliation of all control accounts, including Net Pay Control, Accounts Receivable / Payable, petty cash and doubtful debt.
- Quarterly preparation and reconciliation of the balance sheet.
- Quarterly update of fixed asset registers with asset purchases, calculating associated depreciation adjustments.
- Prepare theatre tax relief (TTR) return and liaise with auditors on submission, support the distribution of rebates to co-producers as required.

## **Management and Statutory Accounts**

- Prepare management accounts according to the Board timetable, with budget comparatives on the accruals basis ensuring activity income and costs are taken into the correct period.
- Prepare accounts in a statutory format.
- Prepare audit files and coordinate the audit with external auditors.
- Closing down the accounting system when the year-end figures are finalised, clearing accruals codes and making any other adjustments promptly.
- Produce and circulate regular reports to budget holders, follow up with meetings to ensure that budget holder understands the information and takes ownership of budgets, support budget holders in creating systems to monitor department spend
- Support with budget setting activities, alongside the Executive Director.
- Assist the Executive Director by providing financial reports/cost breakdowns etc.

## **Day-to-day Financial Processing**

- Bank reconciliations, including the timely processing of box office receipts, BACS payments, debit card payments, standing orders, cheque payments, payroll, petty cash payments (monitoring receipts), staff expenses, sales invoice remittances, other remittances.
- Monitoring of cash flow through forecasting exercises, working with the Executive Director to ensure that funds are in place to meet payment commitments.
- Processing of payroll monthly.

- Oversee the raising of sales ledger invoices and chase up overdue sales ledger invoices.
- Oversee banking of any cash receipts and cheques received.
- Make/approve payments periodically (BACS payments to suppliers and freelancers and petty cash payments to staff).

## **Governance Support**

- Works with the Executive Director to design and implement process changes to improve the smooth running of the organisations' financial activities, including ongoing review of the financial regulations governing the day-to-day activities.
- Works with the Executive Director to support the implementation of new systems to improve the operational efficiency of the organisation, whilst maintaining a robust financial controls procedure.
- Attend Finance Committee meetings alongside the Executive Director to provide insight into financial detail.
- Scheduling Board meetings in liaison with the Board Chair and Executives.
- Attending Board meetings to take notes and log actions arising, writing up and circulating promptly following the meetings.
- Supporting with compiling information for Board Papers, and ongoing Board communications.
- Supporting the Executive Director with Company Secretary duties as required.

## **Human Resources**

- In liaison with the ED, maintaining oversight of BreatheHR (personnel management software), including holiday administration, logging documentation (right to work, contracts, Job Descriptions etc), diversity/inclusion monitoring and personal information.
- Drafting employment contracts for new starters and casual staff for the ED, with support from the Operations Administrator.
- Lead on arranging training for staff and keeping training records up to date (on BreatheHR), including proactively identifying H&S training needs for the organisation, in liaison with the Operations & VE Manger.
- Support the Operations & VE Manager to work towards a healthy workplace accreditation with support from ED and the Operations Administrator. This involves proactively reviewing our working practices and environment and creating opportunities to generate a proactive, inclusive company culture, including arranging all-staff events.

## General Administration

- Oversee the day-to-day office administration of the organisation (with the support of the organisation's Administrators), including post, stationery and ensuring the [info@littleangeltheatre.com](mailto:info@littleangeltheatre.com) general enquires account is being well monitored and queries responded to on time.
- Ensure that the Admin phone line is manned by an administrator during office hours and that queries are dealt with on time.

## Other Activities

- Line Management of the Operations Administrator, meeting regularly, assisting with the prioritisation and time management of their workload (this role works across several areas of the organisation).
- Proactively look to improve the sustainability credentials of the organisation and its outputs.
- Compliance with ICO / GDPR requirements in all areas of work, in particular with regards to the handling of sensitive HR and financial data.
- To represent the company as and when required at performances, workshops, and other networking events.
- Adhere to stated policies and procedures relating to Health & Safety and Equal Opportunities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Any other ad hoc duties requested by the company.

## Perks of the job

- Industry-leading in supporting staff with a flexible work/life approach.
- Work closely with the Executive Director, getting in-depth experience in the financial management of arts organisations.
- Work as part of a team who are used to working with staff who are both salaried and freelance.
- Commitment to training and development.
- Generous annual leave allowance, including birthday leave.
- Chance to learn whilst on the job, getting a qualification which will expand career options.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting growing organisation that has shown resilience through the pandemic.
- Complimentary tickets for you and your family.
- Cycle to work scheme.

# PERSON SPECIFICATION

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The appropriate candidate will possess the following traits and skills:

## Essential

- Enthusiastic, positive attitude.
- Previous experience of working in a finance role (could be at an entry or transactional level, or as part of a wider role).
- Experience in using a mainstream accounts software for financial processing.
- Ambition to develop financial skills and qualifications.
- Demonstrable interest in the administrative aspects of a busy working theatre.
- Demonstrable interest in personnel development and a broad understanding of HR processes.
- Strong IT skills in both PC and Mac systems.
- Able to take and act upon instructions within a given time frame and in a busy working environment – able to work to a fixed deadline.
- Highly organised and self-motivated with a proven ability to effectively work in a multi-tasking environment.
- Attention to detail, with a logical and process-driven approach to problem-solving.
- Responsible attitude to financial activity, with a problem-solving approach to enable the innovative output of the organisation whilst adhering to financial regulations.
- Professional attitude with excellent communication and interpersonal skills, able to command respect at many levels and from a variety of stakeholders.
- Reliable and approachable with a flexible and proactive attitude.
- Ability to prioritise and remain calm under pressure.
- Willingness to work flexibly, and at weekends when required.

## Desirable

- Experience working in a professional arts environment, particularly with young audiences.
- Experience in producing management or statutory accounts.
- Experience in using Sage.
- Experience in managing people (could be within a project context rather than line management), with the ability to motivate, attract, retain and develop individuals.
- Experience in contracting and an understanding of employment law.
- Experience in implementing new systems and processes



# APPLICATIONS

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Application Closes: Tues 3<sup>rd</sup> May

Interviews: w/c 9<sup>th</sup> May

To apply please complete the application form and Equal Opportunities form that can be found on our website.

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)  
Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.

