

# READING REP THEATRE

## Job Application Pack





## The History of Reading Rep

**Reading is big enough to be a city – but it's not – it's the largest town in the UK. And yet in 2011 it had no producing theatre of its own. And so Paul Stacey founded Reading Rep in 2012 with a £500 overdraft and a vision: to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for Reading.**

The company started out working from a small black box theatre belonging to Reading College. From this they produced their first plays on a shoestring – shows like *The Dumb Waiter*, *Miss Julie* and *The Nativity Play Goes Wrong* (a co-production with the Olivier Award-winning Mischief Theatre). These were brilliantly well received, and the 60-seat venue was bursting at the seams, proving the thirst for high quality theatre and culture in Reading.

From these humble beginnings the company has gone on to produce productions with many of the UK's leading emerging theatre-makers, including Barney Norris, Roy Alexander Weise and Cathal Cleary. Reading Rep's award-winning work (including productions such as *A Little History of the World*, *Disco Pigs* and *The Mountaintop*) has been co-produced with leading regional and London theatres including Nuffield Southampton Theatres, Arcola Theatre and Oxford Playhouse. Reading Rep-produced shows have toured both regionally and nationally – helping to put Reading firmly in the national cultural scene.

Reading Rep is not only about the work on stage. ENGAGE is our flagship community outreach programme founded in 2015, that exists to provide access to the arts to Reading's most vulnerable communities. We work with people with learning disabilities, the elderly, refugees and the homeless as well as dozens of nursery/primary/secondary and special schools. We run a year-round programme of workshops, delivered in partnership with Reading Libraries, Reading Borough Council, the Cultural Education Partnership, the NHS and numerous others, that has reached 15,000 children, young people and adults in the last 18 months alone.

Reading Rep Theatre has won numerous awards including the Judges Award at the 2019 Reading Cultural Awards for

Sustained Excellence, a Pride of Reading Cultural Contribution Award, and a Local Hero Award for our work with marginalised communities. Critical acclaim and sell out success meant that the company needed a permanent home, and in 2018 – just six years since the first production – they began raising funds to convert a former Salvation Army Hall into a 175 seat theatre and cultural hub.

After raising over £1million throughout the Coronavirus pandemic the company will open its new venue in 2021. Help us to make this vision a reality.





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Reading Repertory Theatre  
Registered company no.: 7907370  
Registered Charity no.: 1147048

Reading Rep Theatre has just raised over £1million to open Reading's first and only professional producing venue. The organisation currently has 7 full time and 5 part time staff and a turnover of nearly £800,000.

Reading Rep is supported by Arts Council England, the National Lottery, Activate Learning and Reading Borough Council. They have ambitious fundraising and ticket revenue targets and the staff size will continue to grow. The Finance Manager role will report directly to the Executive Director and Founding Artistic Director and will be influential in securing a national profile for the company's artistic programme.

## **JOB DESCRIPTION: Finance Manager**

### **MAIN PURPOSE OF POSITION**

The overall purpose of the role is to manage the financial operations of the organisation, including setting and monitoring budgets, producing accurate and timely management accounts, processing payments and payroll and providing strategic financial advice where appropriate.

The Finance Manager is a member of the Management team, led by the Executive Team which includes the Finance Manager, General Manager, Head of Production, Associate Director, Head of Marketing and Head of Development.

### **You'll be responsible for**

#### **Financial planning and decision making:**

- To support the Executive Team and Heads of Departments with excellent financial information, analysis and advice to drive decision making.
- To assist the Executive Director in the preparation of annual and long-term financial plans.

#### **Forecasting, budgeting and accounting**

- To assist the Executive Director in the annual budgeting process.
- Prepare and review quarterly management accounts with the Executive Director
- To prepare Reading Rep Theatre's end of year accounts, with support from the Executive Director and our external accountants and auditors.

- To lead on cashflow planning and manage the overall cash flow with the Executive Director, ensuring adequate funds are available to settle liabilities as they fall due.

## **Accounting Records - using Xero**

### **Sales and income processing**

- Raising and processing sales invoices
- Producing regular debtor reports and issuing statements and emails to customers in respect of overdue debts, following up where necessary
- Reconciling and processing bar takings and posting bar income with the support of the General Manager
- Recording and processing fundraising income with the support of the Head of Development
- Recording and producing settlements for visiting companies, accounting for income and contra as per the hire agreement, with the support of the General Manager.
- Recording and reconciling Box Office income for in house productions.

### **Purchase ledger and expense processing**

- Reviewing and processing supplier invoices following approval by the budget holders
- Making payment of suppliers by specified dates
- Following up on supplier invoice discrepancies
- Communicating with suppliers to resolve queries
- Process and log company expense payments

### **Nominal ledger**

- Maintenance of Chart of Accounts (including tracking categories/cost centres)
- Nominal ledger adjustments/journals as required
- Maintenance of Restricted/Unrestricted reserves allocations

### **Payroll - using Brightpay payroll software**

- Dealing with new starters/leavers/employees on Statutory leave
- Preparing & processing the staff payroll
- Enrolling employees onto the pension scheme.
- Communicating with staff and pension provider as required.
- Responsible for auto-enrolment pensions compliance
- Preparing and submitting RTI uploads to HMRC
- Maintenance of employee holiday records
- Preparing information for the monthly salaried payroll including information on starters and leavers and gross pay information.

### **Contract Administration and HR**

- Issuing all employment contracts, supported by the Executive Team
- Process all new starters onto the payroll system
- Track and log contractual compliance prompting any necessary actions

## **Banking**

- Processing all payments and receipts onto the Xero nominal ledger
- Reviewing and processing staff credit card expenses and petty cash expenses
- Processing internal transfers

## **Tax and compliance:**

- To ensure that the Reading Rep Theatre's obligations are met with regard to VAT, Gift Aid, payroll taxation, employment status with the Executive Director as required.
- To work with the Development department in relation to Gift Aid and VAT issues in the context of sponsorship, membership schemes and fundraising events with the Executive Director as required.
- To support the Executive Directors relationships with tax authorities and professional advisers.

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

- To ensure that finance processes and systems are fit for purpose in terms of efficiency, effectiveness, business support, reporting and effective controls.
- To act as an authorised signatory and process weekly BACS transfer for Payroll and the Purchase Ledger as required.

## **Other duties:**

- To undertake any other reasonable duties as requested by the Executive Team
- Take an active role in Reading Rep Theatres financial policies to ensure they are robust and fit for purpose.

## **Person Specification:**

### **Essential**

- Thorough knowledge of financial systems, procedures and controls.
- You should hold an appropriate payroll qualification and have at least 2 years payroll processing experience.
- Knowledge of the Charity/not for profit sector
- Strong HR skills/knowledge and experience
- Excellent written and verbal communication skills
- Experience of producing reports for Board or management
- Excellent IT skills, including Microsoft Office Experience of working with a computerised Accounting system (ideally 2 years experience using Xero)
- Experience of producing management & statutory accounts
- Excellent organisational & administrative skills
- Proven ability to prioritise a complex workload
- Proven ability to work as part of a team

### **Desirable**

- Knowledge of box office systems (Spektrix)
- Knowledge of Theatre Tax Relief
- Knowledge of theatre operations, budgets and processes

## Job Summary

**Job Title: Finance Manager** (Part time/ Freelance/ Job Share)

**Salary:** £32- 34k pro rata (per annum) either freelance or employed.

This engagement is circa £20-21k per annum.

For the right candidate we would consider dividing this role into a job share between a Finance Manager and Finance Assistant.

**Hours:** 3 days/25 hours per week (part time/ flexible/ remote working).

**Start Date:** February 2022 (TBA and subject to phased handover with outgoing Finance Manager)

**Location:** We would actively seek applicants from across the UK with the necessary skills and experience.

Reading Rep offices are located at (Reading Rep Theatre, Kings Road, Reading, Berkshire, RG1 4LY). We would look to set a regular office day/s to ensure some presence in the RRT office.

**Responsible to:** Founding Artistic Director and Executive Director

**Line Manager:** Executive Director and Joint CEO

We actively encourage people from a variety of backgrounds with different skills and stories to join us and influence and develop our working practise. We are particularly keen to hear from people of colour and candidates who self-identify as disabled. Reading Rep Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

## How To Apply

To apply, please send your CV and a covering letter (of no more than two sides each) demonstrating how your experience, skills and qualities make you the ideal candidate for this role to **[jobs@readingrep.com](mailto:jobs@readingrep.com)**

Please put **FINANCE MANAGER** in the subject line of your email. Please ensure you send back a completed equal opportunities monitoring form as part of the application.

The deadline for applications is **Monday 13th December 2021 at 10am**

Interviews **TBC**

Should you wish to have an informal conversation about the role, please email [nick@readingrep.com](mailto:nick@readingrep.com)