

## **HACKNEY EMPIRE LTD**

### **FINANCE MANAGER**

#### **Recruitment information**



An architectural and technological wonder for its time, Hackney Empire was built in 1901 by Frank Matcham (architect for the London Coliseum and the London Palladium as well as several UK regional theatres). Situated in the heart of London's East End, Hackney Empire is an iconic London landmark, which has adopted many guises - music hall, TV studio, bingo hall, stand-up comedy venue. A Grade II listed building with 1,300 seats, Hackney Empire is one of the largest venues in London which, throughout its history, has always been a "people's palace", a confluence of the arts and popular culture. It is now an exceptional variety theatre for the 21st century that embraces a local and global community of artists and audiences and presents work that is extraordinary, relevant, inspirational and transformative. Hackney Empire's pioneering work with young people and its communities are at the heart of its mission.



Hackney Empire has been an Arts Council National Portfolio Organisation since 2012/13 and was a Regularly Funded Organisation prior to that. In October 2017 a new Chair of the Board of Trustees was appointed to lead a major reorganisation. This resulted in two new posts of Director of Artistic Programme and Executive Director being created who jointly lead the organisation.

## **FINANCE MANAGER**

Reports to	Executive Director
Salary:	£60,000 per annum pro rata
Contract:	Permanent employment up to 4 days per week to be negotiated
Responsible for:	Liaison and day to day contact with freelance Finance Associate (payroll) and outsourced finance management

## **PURPOSE OF ROLE**

To develop and manage the financial systems and procedures of Hackney Empire Ltd, Hackney Empire (Trading) Ltd and any other subsidiary companies that may from time to time be created to support the delivery of the organisations' strategic objectives; and to provide efficient and timely financial reporting to the Boards of Trustees/Directors and the Senior Management Team.

## **JOB DESCRIPTION**

To produce financial information covering all areas of the Hackney Empire operation (including pro-active cash flow forecasting) in a format that allows for detailed analysis, ensuring efficient and effective financial control.



- To advise the Boards of Trustees/Directors and the Senior Management Team on all major financial and risk management matters.
- To manage the relationship with the outsourced finance company and the freelance Finance Associate to ensure a high standard of service to the company. With the support of the Admin and Projects Assistant and the Customer Experience Managers, oversee the banking and cash requirements of the organisation
- To work with the Senior Management Team in agreeing and controlling budgets, producing monthly and quarterly management accounts in an agreed format to agreed deadlines and to deliver business objectives.
- To empower budget holders throughout the organisation to deliver HEL's vision and strategic objectives by clear and regular reporting on their budgets.
- To prepare the statutory annual accounts and work with the auditors.
- Develop and maintain financial systems, procedures and regulations which ensure that Hackney Empire complies with good practice, statutory requirements, and internal and external audit recommendations.
- To report to the Executive Director and work closely with the Director of Artistic Programme.
- To report to, and work closely with, the Finance Committee, the Audit & Compliance Committee (including the regular review of the SORP risk register), and the Board of Trustees of HEL and the Boards of Directors of HETL and any other subsidiary companies.
- To ensure that all reports and filing to Charity Commission is up to date and compliant
- To ensure monitoring information for funding partners and other relevant stakeholders is produced accurately and in a timely manner and to assist the Senior Management Team in applying for, and managing, funding applications.
- To ensure that all weekly and monthly payroll, salaries, pensions and PAYE systems are efficiently and accurately operated.

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- To ensure that creditors are paid in an efficient manner and debtors are actively pursued for payment.
- Ensure that financial settlements/statements for producers, promoters, funders and partners for work on the main stage, in Empire 2 and in the wider community are produced accurately and in a timely fashion.
- To ensure that all VAT and HMRC matters are dealt with efficiently and in a timely manner, including the management of HEL's partial culturally exempt VAT status.
- To ensure that efficient, accurate and secure cash and stock handling systems are in place and maintained.
- To ensure that all insurances and licences are up to date and, where appropriate, secured at competitive levels – and make recommendations to the Executive Director.
- To ensure that all relationships with suppliers are secured within the most cost-effective and efficient framework and are regularly reviewed – and make recommendations to the Executive Director.
- To manage the relationship with Hackney Empire's bankers.
- To maintain an active overview of the functions carried out by the outsourced finance management team EPEA and the Finance Associate to ensure maximum efficiency and effectiveness.
- To undertake any other duties as reasonably requested by the Executive Director or Director of Artistic Programme.

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Recognised accounting qualification or equivalent.
- At least 5 years' experience of budgeting, financial controls and financial reporting within a large arts or Charity organisation or equivalent – ideally within a theatre or similar arts venue and in a culturally diverse environment
- Experience of preparation of management accounts and year-end statutory accounts



- Ability to handle pressure and to manage a high-volume workload
- Commercially focussed with the ability to identify and pursue opportunities for maximising income and achieving cost savings
- Experience of negotiating suppliers' contracts or similar.
- Experience of working with a wide-ranging group of promoters, producers and partners.
- Knowledge of the reporting requirements of sponsors/trust and foundations, local authorities and public funding bodies
- Experience of charity accounting and the requirements of the Charities SORP
- Knowledge of VAT partial exemption requirements
- An understanding of diversity and equality in their broadest sense

### **Skills**

- Effective communication skills, both verbally and in writing.
- Demonstrable financial acumen.
- Ability to work flexibly as part of a team.
- Demonstrable ability to act strategically and to develop and implement practical and effective procedures.
- A customer service orientation to both internal and external stakeholders.
- IT skills (Word, Excel, Artifax, Sage).



## TO APPLY

Send a full CV and a supporting statement outlining why you are applying for this role and how you believe you meet the requirements of the person specification (including examples) to: Jo Hemmant, Executive Director

Hackney Empire

291 Mare Street

London E8 1EJ

[recruitment@hackneyempire.co.uk](mailto:recruitment@hackneyempire.co.uk)

Hackney Empire Limited is a registered charity limited by guarantee that leases the theatre building on a peppercorn rent from the freeholders, the Hackney Empire Preservation Trust. It is a National Portfolio Organisation funded by the Arts Council (£368,514 in 2018/19) and by the London Borough of Hackney through Service Level Agreements.

Hackney Empire is an equal opportunities employer and welcomes applications from all sections of the community. Disabled candidates that meet the person specification will be given an interview

<https://hackneyempire.co.uk/>

Deadline for the receipt of applications is **5pm Tuesday 2<sup>nd</sup> October 2018**.

Interviews are scheduled to take place on **Tuesday 9<sup>th</sup> and Wednesday 10<sup>th</sup> October 2018**.