



Wanted: New member of Team PP

Exciting times at PPHQ. We're on the search for a talented new Administration and Finance Manager to join Team PP within a new core team structure from January 2019.

We're looking for someone with excellent administrative and financial skills to support our busy programme of work. Someone who is highly motivated and passionate about new plays and touring.

You'll be joining Team PP in our London office and will occasionally find yourself on trains up and down the UK seeing our work on tour.

Up your street? Excellent. We can't wait to hear from you. Details below.

Administration and Finance Manager

The Administration and Finance Manager will be responsible for the day-to-day management of Paines Plough's financial, administrative and HR processes. They provide vital administrative and financial support across the programme of work, whilst leading on all financial reporting, reconciliation and systems.

The successful candidate will be an enthusiastic member of our dedicated team of employees based in London. They will have a passion for new plays and touring and experience of working in an administrative and finance role. Training and support will be provided for the right candidate if required.

About Paines Plough

THEATRE. EVERYWHERE.

Hello. We're Paines Plough – we tour the best new theatre to all four corners of the UK and around the world. Whether you're in Swansea or Sheffield, Glasgow or Gloucester, a Paines Plough show is coming to a theatre near you soon.

"The lifeblood of the UK's theatre ecosystem." **The Guardian**

Paines Plough was formed in 1974 over a pint of Paines Bitter in the Plough pub. Since then we've produced more than 130 new productions by world renowned playwrights like Stephen Jeffreys, Abi Morgan, Sarah Kane, Mark Ravenhill, Dennis Kelly, Mike Bartlett and Kate Tempest. We've toured those plays to hundreds of places from Brisbane to Bristol to Belfast.

"That noble company Paines Plough, de facto national theatre of new writing." **The Daily Telegraph**



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In the past three years we've produced 30 shows and performed them in over 200 places across four continents. We tour to more than 30,000 people a year from Cornwall to the Orkney Islands; in village halls and Off-Broadway, at music festivals and student unions, online and on radio, and in our own pop-up theatre Roundabout.

With Programme 2018 we continue to tour the length and breadth of the UK from clubs and pubs to lakeside escapes and housing estates. Roundabout hosts a jam-packed Edinburgh Festival Fringe programme and brings mini-festivals to each stop on its nationwide tour, and you can even catch us on screen with EVERY BRILLIANT THING available on Sky Atlantic and HBO.

Our COME TO WHERE I'M FROM smartphone app is available free on iOS and Android, featuring 160 short audio plays from Olivier Award winners to first time writers.

"I think some theatre just saved my life." @kate_clement on Twitter

Guidance Notes for Applicants

Job Description and Person Specification

The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification.

Completing the Application Form

The Application Form is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.

Please do not attach any additional information to your application form. CVs will not be considered.

Deadline for applications: Friday 16th November 2018 at 12pm

Applications should be submitted by email to recruitment@painesplough.com.

Please address applications to recruitment@painesplough.com and clearly mark the email subject: **ADMINISTRATION AND FINANCE MANAGER APPLICATION**.

If you have any questions about the application process or would like the application pack in a different format please contact Charlotte Walton, Administrator on charlotte@painesplough.com or 020 7240 4533.



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Shortlisting and Interviews

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out in the person specification.

You will be notified of whether you have been shortlisted or not via email.

Interviews:

First round interviews: Wednesday 21st November 2018

Second round interviews: Friday 23rd November 2018

If you are shortlisted, we will contact you by phone to invite you to interview and follow up with an email.

Offers

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

For any more information email charlotte@painesplough.com.

We hope you find the above helpful and good luck with your application.



JOB DESCRIPTION - ADMINISTRATION AND FINANCE MANAGER

Responsible to: Executive Producer

Responsible for: Administration and Finance Assistant, Trainee Administrator, Roundabout Visitor Services/Festival Team (seasonal) and Administration and Finance Placements (seasonal).

The Administration and Finance Manager is responsible for the day-to-day management of Paines Plough's financial, administrative and HR processes. They provide vital administrative and financial support across the programme of work, whilst leading on all financial reporting, reconciliation and systems. Duties include but are not limited to:

Administration

- Ensure that the office premises are fit for purpose, oversee repairs and renewals and liaise with landlords in relation to Health and Safety, fire, access and maintenance issues.
- Manage the company's storage unit and rent negotiations, amenities and access to the Store when required.
- Manage the company's facility and service contracts and costs with external contractors or suppliers in liaison with the Executive Producer.
- Manage arrangements and negotiations for all issues relating to insurance for productions, projects and core activities.
- Ensure that day-to-day administrative systems are updated and maintained to a high standard.
- Oversee the company-wide CRM system, Salesforce.
- Oversee company guest lists, fundraising databases, staff records and other company contacts and systems for recording/monitoring data across all activities.
- Manage Board communication and coordination of meetings.
- Oversee Equal Opportunities monitoring and metrics gathering processes.
- Support the Executive Producer in the preparation and proofing of reports to Arts Council England, other funders, Companies House and the Charity Commission including the NPO Annual Return.
- Support the Executive Producer with fundraising applications, reporting, payment trigger submission papers.
- Support the Executive Producer in updating company policies for sign off by the Artistic Directors and Board of Trustees.
- Work with the Producer to arrange accessibility for our annual programme of work, encouraging best practise within the company and in partners, and developing contacts in access organisations.
- In liaison with the Executive Producer, oversee the management of the staff dashboard and all company HR procedures including but not limited to recruitment, contracting, appraisals, remuneration and industry negotiations.
- Prepare core staff team contracts.
- Manage the company's work placement scheme.
- Support the Executive Producer to seek new opportunities, partnerships or funds from other organisations.
- Make arrangements for core staff training and manage the annual training budget.
- Ensure the safety of all members of staff with regards to Health and Safety, employment legislation and equal opportunities.
- Support the Executive Producer in ensuring that best practice HR procedures are being followed at all times.
- In liaison with the Executive Producer update and distribute the company's staff handbook.



- Ensure companywide compliance with data protection legislation.
- Oversee the recruitment and management of the Roundabout Visitor Service/Festival Team in Edinburgh and London, and where required on tour.
- Act as one of the company's designated fire marshals and first aiders.
- Act as the company's appointed Health and Safety officer.

Finance

- Support the Executive Producer to monitor progress against annual budgets throughout the year, with particular focus on budgetary control of Core activity.
- Support the Executive Producer to project, manage and report on company cash-flow on a monthly basis, ensuring all income and expenditure is accurately projected for 12-18 months in advance.
- Support the Executive Producer to produce quarterly management accounts in liaison with the Executive Producer for presentation to the Artistic Directors, Board of Trustees and Auditors.
- Ensure that funds are accurately accounted for against relevant project activities in liaison with the Executive Producer, with particular focus on distinction between restricted and unrestricted funds.
- Manage all systems for reconciliation of income and expenditure including petty cash and company credit cards and supervise day to day book-keeping.
- Manage the systems for processing, raising and paying invoices.
- Manage the Administration and Finance Assistant to oversee accurate and timely records for the company's internal finance systems, including logging invoices received, paying invoices via payment software, banking cheques and cash, chasing debtors and raising invoices.
- Manage the annual audit in liaison with the Executive Producer and ensure that a thorough and accurate audit trail is maintained at all times.
- Manage all core and freelance staff payroll procedures and payments.
- Ensure compliant treatment and reporting of VAT and international tax.
- Manage settlement and royalty planners for all productions as per venue contracts and in liaison with Line Producers.
- Support Line Producers with budgetary control and reconciliations for all productions.
- Support the Executive Producer with the preparation of finance sub-committee and board papers and on other occasions when required.
- Manage annual Theatre Tax Relief claims.

General

- Attend company previews, events and press nights as required on tour.
- Be an enthusiastic advocate of Paines Plough and have a thorough understanding of the company's mission, vision and aims.
- Uphold and implement Paines Plough's policies including but not limited to equal opportunities, health and safety and the staff handbook.

Person Specification

Candidates need to possess the following attributes/skills to be considered for the position of Administration and Finance Manager:

Essential knowledge, skills and experience

- Minimum of three years' experience in arts administration and/or finance.
- Awareness of bookkeeping, wages control, HMRC procedures; bank reconciliations; preparation and presentation of management accounts. Training will be provided if needed.
- An enthusiasm for theatre, particularly new writing.



- A friendly and welcoming attitude.
- A demonstrable organisational ability and experience of working well within a small team.
- An ability to prioritise a wide variety of tasks and work to tight deadlines.
- A sound numerical and financial ability.
- Excellent accuracy and attention to detail.
- Excellent oral and written communication skills.
- A capacity to operate and understand IT packages and databases (affinity with Microsoft Word, Excel, Outlook, PowerPoint).

Desirable knowledge, skills and experience

- Experience of using Quick Books or equivalent finance software.
- Experience of using Salesforce.
- Experience of providing administrative support to those in a senior position.
- Knowledge of web content management systems.
- Experience of personnel management.
- Experience in negotiation.
- Familiarity with SORP charity accounting and reporting.
- Knowledge of ITC/Equity contracts and terms and conditions.
- Awareness of Health and Safety issues.

Terms and Conditions

Salary:	£30,000 per annum.
Contract:	Full-time. Permanent.
Pension:	Auto-enrolment in company pension scheme with 3% employer contribution and 3% employee contribution. Rising to 4% for both the employer and employee as of April 2019.
Holiday:	The basic annual holiday entitlement with pay is 20 days per year. In addition, authorised public holidays and the period between Christmas and New Year are given as holiday.
Hours:	Normal office hours are between 10am and 6pm, Monday to Friday, with one hour for lunch. The nature of the job will require the post holder to work in excess of these hours on occasion and expect some evening and weekend work for which no overtime is payable. Five non-consecutive TOIL days can be taken each year.
Probation:	Two months from the first day of appointment
Benefits:	Season ticket loan scheme Bike to work scheme Theatre ticket allowance Training and professional development opportunities
Notice period:	During the probationary period, three weeks' notice on either side is required. After completion of the probationary period, three months' notice on either side is required.



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Paines Plough strives to be an equal opportunities employer. Registered charity: 267523.