



Little Bulb, Finance Manager Recruitment Pack

Little Bulb are an award-winning devised theatre company who make original theatre productions for a wide range of audiences. You can find out all about the work we make by visiting our website www.littlebulbtheatre.com. We have recently been awarded Arts Council NPO funding 2023-26 and are very excited by the prospect of delivering a more extensive programme of work than we have previously been able to.

To support us on this important step in our journey we are looking to recruit a dedicated Finance Manager to join our team.

We are looking for a dynamic individual who has experience of working with small companies, an interest in the arts, and relevant financial knowledge. The ideal candidate is someone who is a strong team player, has an ability to look at the macro and micro picture simultaneously, is self-sufficient and who is keen to make a difference.

The details:

1 day per week, ideally from mid-March 2023 onwards.

The role is remote working, with face-to-face meetings scheduled regularly with the core team on mutually agreeable dates.

Fee: £200 p day.

We imagine that this role is freelance but are happy to talk about this and explore other options.

To Apply:

Please submit a short cover letter (max. 2 pages of A4), setting out your relevant skills, knowledge, and experience for the role, accompanied by your CV. Please send completed applications to Executive Producer, Fiona Baxter: fi@fionabaxter.co.uk

If you have any questions, please contact Fiona and if you need this document in any other format for access reasons let Fiona know. Additionally, we ask all applicants to complete the following anonymous equality and diversity survey here:

<https://forms.gle/BE7NocDzqWQsAWNU8>

We actively welcome and encourage applicants from communities who are currently underrepresented in our team inc. Global Majority applicants, D/Deaf, visually impaired, disabled and neurodivergent applicants, applicants from the LGBTQIA+ community or any other marginalised group.

Deadline for submitting your application: Friday 10th March, 5pm.

Job Description:

Objectives and Responsibilities:

1. To support the Executive Producer in ensuring the good management of all aspects of Little Bulb's finances.
2. To be responsible for the financial reporting to the advisory board, supported by the Executive Producer.
3. To ensure that Little Bulb's obligations to Funders, Companies House and other relevant bodies are met.

Duties:

1. To support the Executive Producer in ensuring the good management of all aspects of Little Bulb's finances.
 - a. Set up and maintain the appropriate and necessary financial systems.
 - b. Set up payroll and associated processes and manage them.
 - c. Keep accurate and timely records of all incoming and outgoing financial transactions.
 - d. Take an overview of all payments for services provided by contractors, suppliers, artists and clients, and the payment of any taxes (including VAT), rates, rents, PRS and licence payments by the deadlines required by law or contracted agreement.
 - e. Ensure monies received agree with amounts posted to the accounts and are banked in accordance with deadline and insurance procedures.
 - f. Support the Executive Producer to manage LB's cashflow.
 - g. Supervise all bank or other accounts held in the name of the company.
 - h. Ensure all direct debit instructions are processed and collections are scheduled monthly.
 - i. Register LB for and manage quarterly VAT returns if required, ensuring the current VAT legislation is adhered to.

2. To be responsible for the financial reporting to the advisory board, supported by the Executive Producer.
 - a. Prepare the quarterly management accounts (P&L, balance sheet and fund analysis) and produce a report on significant trends and variances.
 - b. Support the Executive Producer and Accountant with the annual financial audit and creation of the Financial Statement, reporting findings to the Executive Team.

3. To ensure that Little Bulb’s obligations to Funders, Companies House and other relevant bodies are met.
 - a. Meet regularly with the Executive Producer & Co-Director to review and agree actions for reporting to Funders, taking a lead on actions as needed.
 - b. Work with the Co-Director & Executive Producer to ensure timely reporting to Companies House.

Person specification:

Requirements	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Full or part-qualified ACCA/CIMA (or similar). • Knowledge of accounting software. • Excellent written and oral communication skills. • Proven ability to implement and monitor effective and efficient financial controls. • Ability to prepare and present accurate and timely financial statements. • Ability to investigate a problem beyond routine questioning. 	<ul style="list-style-type: none"> • Payroll experience.
Relevant Experience	<ul style="list-style-type: none"> • A minimum of 3 years accounting and/or 	<ul style="list-style-type: none"> • Experience of the arts sector.

	<p>financial management experience.</p> <ul style="list-style-type: none">• Detailed knowledge of financial accounting and reconciliations; financial systems and process development.• Experience of finance in small businesses.	<ul style="list-style-type: none">• Experience of the charity sector.
Personal Qualities	<ul style="list-style-type: none">• Accuracy and attention to detail.• Efficient and methodical.• Good team player.• A collaborative spirit.	<ul style="list-style-type: none">• An interest in the arts.