



Hello,

Thank you for your interest in the role of Finance & HR Manager at The Yard Theatre.

Please read all the information provided in this pack. To apply, please complete this application form online here <https://forms.gle/f1dEURCxZdD8xbGC6>. Please do not submit a CV.

If you have any questions about the role, or if you require the forms in a different format, please don't hesitate to contact us at [recruitment@theyardtheatre.co.uk](mailto:recruitment@theyardtheatre.co.uk) or by calling 020 3111 0570.

Applications must be received no later than **10am, Monday 24 June**.

Interviews will take place later that week.

We look forward to reading your application.

Warm wishes,

Sam Hansford  
Executive Director

## ABOUT THE YARD

In 2011 a group of volunteers, led by Jay Miller, converted a disused warehouse in Hackney Wick into a theatre, bar and kitchen. We called it The Yard. Due to be here for 3 months, we are still here 8 years later and, as recognition of our success, in 2018 The Yard joined the Arts Council's National Portfolio.

### Theatre

The Yard provides a safe space for artists to grow new ideas, and for audiences to access outstanding new work. A multi-award winning theatre and described as *"the most important theatre in east London"* (Time Out), The Yard is committed to:

- Discovering and developing new artists.
- Exposing stories from the edges of society.
- Interrogating the process of writing for performance.

In an area buzzing with artists and potential, The Yard has rapidly established itself as a theatrical necessity, with a reputation for upending theatrical tradition and, injecting creativity and fearlessness into wider contemporary culture. We've supported artists to produce ambitious new work that communicates contemporary, unheard stories and ideas in new, innovative theatrical forms. Producing bold, politically-charged, unapologetically live new work, our success has led to two transfers to the National Theatre, international tours and partnerships with theatres including the Royal Court and Young Vic. Through our ability to identify artists and inspire new work, The Yard has become a leader in the future of theatre.

*"It's a beacon of exciting, progressive new work in theatre-poor east London and a real model for what a theatre can and should be in the twenty-first century"* Time Out

### Music and Events

The Yard is one of London's most diverse and exciting venues for experiencing new music. We provide a safe, welcoming, open space and platform for events that are organised by and for under-represented groups in London's cultural landscape. Working with nationally-renowned and new collectives, we host over 100 music events each year which fill our bar with people dancing until the early hours.

*"Hackney Wick's current go-to spot"* Time Out

We're proud to currently collaborate and host a diverse range of promoters, parties and organisations, including Inferno, Beauty & The Beat, Knickerbocker, Pride of Arabia, Brainchild, inner u, BBC AZN Network and more. Alongside our late-night programme, we also host a range of events and hires, including film festivals, contemporary dance, comedy shows and concerts.

### Local

Bordering Tower Hamlets and Hackney, and next to the Olympic Park, The Yard is in a rapidly changing part of the UK. We are a key part of the fabric of Hackney Wick, a recognised and respected grassroots venue that has grown with the community since 2011. Our local programme focuses on ensuring young people have access to the arts, and using our spaces to bring local residents together. We aim to deliver a civic service as a theatre, build community cohesion and ensure The Yard is representative of our diverse locale.

We run a community centre, Hub67, from which we deliver innovative, creative activity for local residents, with a focus on children and young people. Each week we welcome over 80 local people through the doors of Hub67 to take part in high-quality, meaningful activity. We have just opened The Hall, a second community space in East Village. This space serves the local residents of E20, providing a hireable venue for events and meetings, a space for participatory activity, workshops and classes, and a place for the community to come together.

## **FINANCE & HR MANAGER** **JOB DESCRIPTION**

The Finance and HR Manager is an integral part of the management team, working with the Artistic Director and Executive Director to support the running of The Yard and to shape its future. The Finance and HR Manager is responsible for the development and implementation of The Yard's strategic and financial policies, ensuring that the organisation meets its financial targets. Working closely with the Artistic Director and Executive Director, they will maximise The Yard's resources and realise its artistic, financial and operational objectives.

The post holder will lead on the management of The Yard's finances and HR within the organisation, managing the Finance & Administration Assistant and working in close consultation and collaboration with the Artistic Director and Executive Director to ensure the cohesion of The Yard team.

The successful candidate will have experience of clear decision making, have meticulous attention to detail, and a strong financial understanding to ensure the smooth running and continued growth of the organisation.

This is a unique opportunity for someone who wants to join an ambitious and exciting arts organisation, developing their experience, gaining new responsibilities and helping to shape its future.

### **Job Details**

Responsible to:	Executive Director
Responsible for:	Finance & Administration Assistant
Salary:	£27-31k per annum, dependent on experience
Employment Period:	Permanent
Hours:	Monday to Friday, 10am – 6pm (flexible working or part-time work will be considered for the right candidate)
Annual Leave:	20 days per annum pro rata plus public holidays, increasing to 25 days after 12 months of service
Probationary Period:	3 months

### **Benefits**

- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances (all members of the team are encouraged to contribute to the artistic life of the venue).
- Discounted meals and drinks.
- Bike loan/travelcard loan scheme available after probation.

### **Equal Opportunities**

The Yard is an equal opportunities employer. We're working hard to make sure all aspects of our theatre are representative of the world we live in. We are also committed to meeting all access requirements, just let us know what you need.

## **KEY RESPONSIBILITIES**

### **Finance:**

- Lead on the day-to-day management of The Yard's financial systems including bookkeeping, invoicing, managing creditors and debtors, managing payroll, and producing VAT returns.
- Line manage the Finance & Administration Assistant to support the day-to-day administration of finance at The Yard.
- Oversee and manage an annual audit, working with The Yard accountants and Executive Director to produce and submit annual accounts.
- Oversee all financial transactions with a responsibility for managing key budget lines.
- Work collaboratively with departmental budget holders to ensure accurate income and expenditure monitoring and that spending is within annual budgets.
- Produce regular financial reports for the Executive Director, and Board as necessary.
- Support the Executive Director to create annual budgets, produce and monitor the cash-flow, and create management accounts for the Board.
- Work with the Finance & Administration Assistant to ensure daily and weekly banking are completed accurately in line with company procedures.
- Oversee the management of The Yard Theatre's payroll ensuring it is accurate and punctual.
- Oversee the management of pensions including auto-enrollment, postponement, opt-in/opt-out and the payment of contributions.
- Reconcile bank accounts on a monthly basis.
- Train and advise members of The Yard team with regards financial processes in order to adhere to best practice.
- Ensure written systems and guidelines are in place and regularly reviewed to provide the highest level of financial control.
- Support the delivery of a major capital project with an estimated cost of £5m and multiple public and philanthropic funders, ensuring appropriate financial systems are developed, and accurate records and reporting throughout.

### **Human Resources:**

- Ensure policies including the Organisation Handbook, are regularly reviewed and updated.
- Ensure The Yard's compliance with Health & Safety, Child Protection, Safeguarding, Training and Appraisal, Equality Diversity & Inclusion and Green policies.
- Lead on recruitment campaigns, preparing job descriptions, confirming timelines and working with the Finance & Administration Assistant to communicate new opportunities to a wide range of potential applicants and coordinate interview processes.
- Oversee all new joiner and leaver processes including issuing and processing all necessary paperwork.
- Ensure comprehensive contractual relationships have been completed with all employees, freelancers and visiting companies, effectively communicating contractual obligations.
- Work with the Finance & Administration Assistant to administer HR records for The Yard staff, managing team holiday, agreed absence and sickness.
- Oversee a programme of staff training to ensure that The Yard team receive appropriate training on a case-by-case basis.
- Organise annual staff social events working collaboratively with other members of the team.
- Work with the Executive Director to monitor and update The Yard's Equality, Diversity and Inclusion Strategy and report on progress in achieving our goals.

**Strategy:**

- Act as Company Secretary for The Yard Board, ensuring Board meetings, minutes, reports, communications and information are prepared effectively and on time.
- At Board level, report on financial performance.
- Work alongside the Artistic Director and Executive Director to maintain high-level contact and dialogue with The Yard's key stakeholders.
- Manage, and keep up-to-date with, statutory obligations including Companies House, the Charities Commission and other bodies/regulatory authorities.
- Produce documentation and reports in-line with funding grant conditions, managing systems for the collection of statistical and qualitative information.
- Ensure relevant insurance policies are in place for The Yard Theatre and its activity and programmes.

**General:**

- Act as an ambassador for The Yard Theatre, upholding the values it represents
- Always look for ways to improve The Yard and actively feedback constructive ideas
- Always be warm, friendly, professional and approachable
- Support your colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best
- Take professional pride in how The Yard building looks
- Be a dedicated key holder for the building
- Comply with The Yard's policies including Equality and Opportunities, Health and Safety, Fire, Safeguarding, and all those included in the Organisation Handbook
- Attend company meetings to share news and developments with the whole team

**PERSON SPECIFICATION****Essential Skills & Experience:**

- At least 2 years' experience within a finance role;
- Successful staff management experience;
- Experience of creating and managing complex budgets, drawing up cash-flow forecasts and meeting financial targets;
- Experience of creating practical solutions to creative challenges;
- An ability to multi-task, adapt in a fast-changing environment and meet deadlines;
- Experience of contract negotiation, HR policies and procedures;
- Experience of using Xero;
- Excellent written and verbal skills and a high level of numeracy;
- An appreciation of The Yard's values;
- Computer literate with a high level of experience of Google Docs, Sheets & Drive and Microsoft Excel

**Desirable Skills & Experience:**

- Experience of management within a charitable/arts organisation;
- Experience of working with a charitable Board;
- Experience of business planning;
- Knowledge and understanding of The Yard's programmes

**Working style and Interests**

- An independent, self-motivated approach to work, with a desire to generate and realise new ideas
- A willingness to work collaboratively with different teams to deliver successful outcomes

- A proven ability to prioritise a demanding workload and stay calm under pressure
- Outstanding communication skills in both email and in person
- An interest in supporting colleagues to develop their professional practice and grow their skills
- A keen interest in mixed-use cultural buildings, theatre/performance, or participatory/community arts
- The ability and willingness to work flexible hours, including evenings and weekends when necessary

**This is a guide to the role of the Finance & HR Manager. Responsibilities are likely to evolve with the post-holder.**