

GRAEAE

THEATRE COMPANY



**Information for the role of
Finance Director**

Dear Applicant,

Thank you for your enquiry regarding the Finance Director position with Graeae Theatre Company.

Graeae is a force for change in world-class theatre, breaking down barriers, challenging preconceptions and boldly placing disabled artists centre stage.

If you are a finance professional with accountancy qualifications or significant experience in financial management and with an interest in theatre, this may be an opportunity for you. We are recruiting for a senior leadership position, a pivotal member of the team who is responsible for setting and monitoring budgets, preparing accounts for the auditors and Board, and ensuring we are fulfilling all our charitable and legal financial responsibilities.

We are interested in hearing from all candidates, particularly those that identify as Deaf, disabled or neuro-divergent under the Social Model of Disability or who have faced barriers to their career progressing due to access needs not being met.

We are also interested in hearing from applicants who may be earlier in their career and are looking for an opportunity to progress with support from an external consultant. We are open to considering a different role structure if the person is right but still learning.

You need not have experience in a publicly supported arts organisation such as Graeae, but must be a confident and diligent accountant with a desire to learn.

Available on our website, you will find:

- Application form
- Job Descriptions & Person Specifications
- Monitoring form

Your completed application should be marked confidential and sent to jobs@graeae.org or by post to JOBS, Graeae Theatre Company, Bradbury Studios, 138 Kingsland Road, London E2 8DY. The Monitoring Form will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The closing date for receipt of applications for all posts is 10am, Tuesday 12 November 2024. Short-listed candidates will be invited for interview on Monday 18th November 2024.

Should you have any questions or would like information in an alternative format please do not hesitate to contact us. I look forward to receiving your completed application.

Yours faithfully,

Kevin Walsh

Executive Director and Joint CEO

Who we are

Graeae: A force for change in world-class theatre

Vision

To create world-class accessible theatre, breaking down barriers and challenging preconceptions by placing Deaf, Disabled and neurodivergent artists centre stage

Mission

Graeae's mission is to ignite artistic curiosity, pioneer a radical dramatic language, champion accessibility and provide a platform and opportunities for new generations of Deaf, disabled and neurodivergent artists, locally, nationally and internationally, through the creation of trail-blazing theatre.

Values

Graeae is a disabled-led human rights company, founded on the need to tackle social injustice, discrimination and exclusion. It is fuelled by the pursuit of inclusion, access and artistic excellence and champions Deaf, disabled and neurodivergent people in the creative industry.

Our History

Graeae was founded in 1980 by Nabil Shaban and Richard Tomlinson. Their shared vision was to dispel images of defencelessness, together with prejudices and popular myths, around disabled people... through theatre, workshops and training.

By May 1980, a company of disabled performers was established to perform the first ever Graeae play Sideshow.

Since then, Graeae has achieved an international reputation as a pioneer of accessibility in world-class theatre, with the original impetus of its founders still at its very core. Nabil Shaban remains a patron of the company.



Artistically led by Jenny Sealey OBE, Graeae's signature characteristic is the compelling creative integration of sign language and audio description, which engages with both Disabled and non-disabled audiences. Championing accessibility and providing a platform for new generations of artists, Graeae leads the way in pioneering, trail-blazing theatre.

The original Disabled-led theatre company, Graeae remains firmly rooted at the forefront of its field in the UK, with the valuable patronage of many high profile artists, directors and actors, including Sir Peter Blake CBE, Dame Emma Thompson DBE and Jack Thorne FRSL.





Not only does Graeae produce outstanding theatre, but the company delivers extensive training programmes and opportunities for aspiring and established actors, directors and writers. Additionally, Graeae inspires and leads best practice - creating, supporting and advising on the development of accessible environments for all theatre lovers, everywhere.

Based at Bradbury Studios in Hackney, East London, it is no surprise that Graeae's home sets the benchmark for inclusive practice. The award-winning building, the first of its kind in the UK, has creative access at the core of its design.

We are often asked how Graeae is pronounced, we appreciate it may not be obvious, so we are happy to share the correct pronunciation: "grey-eye".

Graeae and Access

Graeae is committed to inclusive working practice for the artists and staff with whom we work, and an accessible theatrical experience for our audiences.

For each project and working situation, we provide bespoke access solutions e.g. arranging access at venues for productions and workshops, coordinating access support, or arranging adaptive technology to facilitate the creative process.

Graeae is committed to pioneering and evolving the 'aesthetics of access', continually exploring new ways to weave in layers of accessibility and communication (such as BSL interpretation and audio description). The 'aesthetics of access' is now a recognised signature characteristic across Graeae productions.

Access is a basic right and requirement, a continually evolving methodology that enhances the theatrical and professional landscape; accessibility enables theatre practitioners and audiences to create, engage with and enjoy our work.

Looking into the future

Graeae's 2023-26 national strategy opens up the cultural landscape for disabled artists, participants and audiences countrywide.

We have a battalion of allied arts venues and training partners working with us to dismantle the barriers faced by independent artists by building connections with theatres, arts organisations and training providers, establishing the next generation of arts leaders.

Our accessible London HQ remains a vital resource for our artists but we are aware of imminent rental increases.



Disabled artists, throughout their journey, will have the opportunity to ignite, connect and hone their craft - in London (particularly in Hackney, Newham, Tower Hamlets and Waltham Forrest) and in the North West of England.

Working with partners such as Shakespeare North Playhouse, Liverpool Everyman, Action Transport Theatre and 20 Stories High, we will start to build opportunities at every stage of an artists' development.





Create world-class theatre: produce and tour high quality, high impact theatre that is unmistakably Graeae's, providing a platform for the skill and excellence of Disabled artists.

Find new audiences: ensure the work has a lasting impact across England, unleashing creativity in regions and communities, working with groups that have little access to art and culture and on a variety of platforms.

Champion accessibility: partnerships with national and international organisations creating, supporting and advising on accessible environments and practice.

Nurture talent: work with national partners to open up the arts for disabled artists at all experience levels. Create new environments for theatre-makers to thrive and build independence.

Promote excellent governance and leadership across the company, the theatre sector and other businesses. Open up routes to leadership roles.

Explore new creative horizons: by scrutinising our practice and exploring new processes and by representing a greater diversity of voices on stage.



What you might like to know as a prospective Finance Director

Finance Director

This is a senior management position, working closely with the joint CEOs and the Board to ensure Graeae prospers artistically and financially.

The Finance Director will be responsible for financially implementing Graeae's vision as laid out in the company's business plan and to achieve artistic excellence, effective development of the company and financial stability. The Finance Director has overall responsibility for the financial management of the company, in liaison with the joint CEOs, and the development and maintenance of financial controls, systems and procedures.

Professional Development

Graeae invests in the development of their staff and are offering a development package tailored to the individual. Support would depend on the role or individual but we are offering training on:

- Charity Accounting and Reporting
- Theatre Tax Relief
- Processing Access to Work applications

We are also offering to cover professional membership fees.

Access Support

Graeae offers all staff members an access audit; a review of support needs to ensure all employees have the tools to work as equals. We then support an application to “Access to Work”, if needed, and have put funds aside to cover any costs not covered by the scheme. We will assist with booking interpreters, access workers or other personnel as required. Applicants will be responsible for their own personal care and home support needs. We are happy to discuss with you in advance of making an application if you are unsure.

Any additional access support required to make the application will be covered if agreed in advance. This includes BSL interpreters, scribes, access workers and assistance with formatting. Please e-mail vicky@graeae.org if we can help with this.

Finance Director recruitment process

Application for this position is by completed application form.

The Application and Selection Process

The purpose of completing the form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Description and Person Specification to create a shortlist of candidates who will be invited for interview.

Please study the Job Description and Person Specification carefully before completing your application form. Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed.

You may find the following information helpful:

- You may apply by e-mail, by post, and by recorded video or sound file.
- All first round interviews are likely to be held via Zoom, so you will need access to a computer with a webcam and microphone or a smartphone. You do not need a zoom account but will need access to a reliable internet connection and an up-to-date browser.

Finance Director recruitment process

- Study all the information you have been sent about the job and carefully read through the questions you need to answer before you begin to complete the form.
- Make sure that your application is specific to the job you are applying for. General responses you have prepared before may not address the specific requirements of this post.
- Don't send your CV instead of completing the form in full – CVs will not be accepted.
- Think about the extent to which you possess the knowledge, skills and experience detailed in the Person Specification. You should then use the form to provide relevant information which demonstrates how you meet the requirements - use examples.
- Make sure that you complete all sections of the application form.

Your completed application must reach Graeae by 10am, **Tuesday 12 November**. Please note that we are unable to accept applications after the closing date and time unless by prior agreement.

Shortlisting will take place immediately after the closing date. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven't provided specific evidence, supported by relevant examples.

Due to the high number of applications we receive, it is not possible for us to respond to every application. If you have not received an invitation to interview within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. If you want to check that your application has safely arrived please email jobs@graeae.org



Finance Director interview process

Interviews will take place on **Monday 18 November 2024**

A standard interview with a panel of 3 people, including the position's line manager. The interview will last approximately 45 minutes. At the end of the interview, you will also be given some time to ask a few questions yourself.

A letter will give full details of what the selection process will involve.

If you have any **Access** requirements that need to be met in order to aid you in this application, please contact vicky@graeae.org. We may provide support to make your application or to make your interview accessible to you.

If you need to submit your application in an alternate format or you have any areas of concern relating to your access needs please let us know at vicky@graeae.org.

TO APPLY

Download the following documents to complete your application:

- Recruitment Pack (this document)
- Application Form
- Equal Opportunities Monitoring Form
- The Job Description and Person Spec for the Application

Most of the application will need to be completed using the application form.

Each application will need to come with a personal statement. You may submit this in written format, by video, sound file or in any other manner that is accessible to you. If you do not have equipment to record your statement at home we can facilitate a recorded zoom conversation or you can arrange an appointment at Graeae's offices in Hoxton.

Once complete, please send your application to jobs@graeae.org.

The deadline for applications is 10am, Tuesday 12 November 2024.

Appendix One:

Role description

Job Purpose

This is a senior management position, working closely with the joint CEOs and the Board to ensure Graeae prospers artistically and financially.

The Finance Director will be responsible for implementing Graeae's vision as laid out in the company's business plan and to achieve artistic excellence, effective development of the company and financial stability. The Finance Director has overall responsibility for the financial management of the company, in liaison with the CEO, and the development and maintenance of financial controls, systems and procedures.

Responsible to: Executive Director and Joint CEO, The Board of Directors

Responsible for: Finance Assistant

Principal responsibilities

Financial management

- Lead the financial management and the development and maintenance of financial controls, systems and procedures
- Lead the preparation for annual budgets and project budgets in liaison with the joint CEOs
- Establish and monitor key performance indicators in liaison with the joint CEOs
- Manage the company's overall expenditure, ensuring it is in line with budgets
- Monitor grants alongside the joint CEOs ensuring that all funds are received when due
- Liaise with funders and service partners on the submission of reports on financial and other matters as required
- Ensure Graeae fulfils its legal and funding agreement obligations, including writing and updating franchise applications and business plans.
- Manage the company's payroll and pension scheme.

Principal responsibilities

Financial management continued

- Manage and review “Access to Work” claims in consultation with the Access Manager
- Prepare papers for Finance Sub Committee and take minutes
- Act as lead officer with the company's auditors, bankers and lawyers and HMRC
- Act as Company Secretary to the Board of Directors and to service the Board and Finance Sub Committee in particular through the provision of clear and accurate financial information to ensure their informed policy and decision-making

Financial Reporting

- Prepare quarterly management accounts for presentation to the Finance Sub Committee and Board
- Lead the preparation and filing of annual statutory accounts in consultation with the joint CEOs
- Prepare monthly reconciliations including bank and control accounts, business charge cards and petty cash

Principal responsibilities

Financial Reporting Continued

- Prepare quarterly VAT returns
- Prepare monthly and annual PAYE/NI returns
- Prepare annual cash flow forecasts and update quarterly.

Other Duties

- Line manage the Finance Assistant, delegating all appropriate areas of financial administration.
- Provide in-house training for non-financial staff members in budget preparation and monitoring.



Appendix two: Person Specification

Essential criteria

- Professional qualification or proven significant experience of financial management
- Experience of software packages, including Word, Excel, Access and a computerised accounts package, preferably Sage 50 Accounts and Sage Payroll.
- High level numeracy skills and attention to detail
- Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
- Excellent time management and strong organisational skills
- Line management skills
- Ability to contribute as part of a small team

Appendix two: Person Specification

Essential criteria continued

- Experience of developing and maintaining financial systems and controls
- Commitment to the implementation of Graeae's Equal Opportunities & Diversity policies within the areas relevant to the post.
- Willingness to undertake training.

Desirable

- Knowledge of current disability issues
- Interest in/experience of theatre/Arts/Voluntary Sector
- British Sign Language skills



Summary of main terms and conditions of service

Contract

This post is permanent, working full time hours (35 hours per week).

Salary

The salary offered is £53,000 per annum and is payable monthly.

Hours

This is a full-time post working 35 hours a week usually within the hours of 10.00am – 6.00pm Monday to Friday, with 1 hour for lunch. Some flexibility will be required.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

Flexibility

We are open to applications from experienced applicants or those who may be earlier in their careers and looking for an opportunity to progress. We are also open to applicants who may wish to work part-time or as a job share.

Summary of main terms and conditions of service

Probation

Confirmation of employment is subject to a 3 month probationary period for new staff members.

The period of notice from either party is one week during the probationary period and three months thereafter.

Pension

You will be automatically enrolled into Graeae's pension scheme on joining. The employer contribution is 7% of your gross salary and the minimum employee contribution is 3% of your gross salary.

Holiday

The post holder is entitled to 25 days paid holiday (increasing in subsequent years) plus public holidays. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

Summary of main terms and conditions of service

Training

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

Other Benefits

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.

GRAEae

THEATRE COMPANY

Tel: 0207 613 6900

**Email: info@graeae.org
graeae.org**

**Graeae Theatre Company, Bradbury Studios,
138 Kingsland Road London, E2 8DY**

**Artistic Director/Joint CEO: Jenny Sealey OBE
Executive Director/Joint CEO: Kevin Walsh**

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