

**This information is available in alternative formats. E-mail** **jobs@graeae.org** **for details.**

**Application Pack**

* **Finance Manager**

Dear Applicant,

Thank you for your enquiry regarding the above 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 confidentialand 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, Monday 10 February 2025**. Short-listed candidates will be invited for **interview** on **Monday 17 February 2025**.

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

**Guidance Notes for Applicants**

**Finance Manager**

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

The Finance Manager will be responsible for the smooth running of Graeae’s financial operations, liaising with budget holders, ensuring statutory obligations are met, setting budgets and reporting to Board and funders.

They will support the implementation of Graeae’s vision as laid out in the company’s business plan and take 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.

They will work with an external accountant and auditors in the preparation of year end and audited accounts.

**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.

Additional access support, including BSL interpreters, access workers and formatting assistance will be covered if agreed in advance. Please e-mail vicky@graeae.org.

**How to Apply**

There are two ways to apply:

**CV and Covering Letter**

* Your CV should be a 2-4 page PDF
* It should be relevant & tailored to the role
* Please include at least 2 references
* Your covering letter should contain a personal statement of no more than 800 word on why you are applying for this role
* It should reference the job description and person specification

**Application form and personal statement**

* Application form available on the Graeae website
* Your personal statement should be no longer than 800 words
* It should reference the job description and person specification
* Accessible versions of all forms available on the Graeae website

We will also ask you to complete an Equal Opportunities Monitoring 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.

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

The deadline for applications is 10am, Monday 10 February 2025.

**The Application and Selection Process**

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 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.
* 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.
* If you choose to send your CV rather than the application form, a strong covering letter will play an important part in determining your suitability for the role.
* 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.

Your completed application must reach Graeae by **10am, Monday 10 February 2025**. 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

**Interviews and Other Selection Methods**

**Interviews** will take place on **Monday 17 February 2025**

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.

**Equal Opportunities**

Graeae’s equal opportunities policy permeates all aspects of our work, informing actions and attitudes towards employees, volunteers, directors, freelance workers, participants, audiences and service users.

We invite you to complete the separate monitoring questionnaire to enable us to evaluate the effectiveness of our recruitment policy and processes and ensure fair treatment. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purposes only**. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process.** Although we would like you to complete the monitoring form, you are not obliged to and your application won’t be treated less favourably if you choose not to complete it.

With this role, we are encouraging applications from Deaf, disabled or neuro-divergent people.

We also acknowledge our responsibility to improve diversity and representation across the arts and bring different lived experiences into arts management. The artists that you will be working with will have faced disablist attitudes; they may also have experienced racism, homophobia, transphobia or persecution for some other aspect of their identity.

Please note:

* We can provide access support in completing your application form and attending interviews. Please contact Vicky Berry vicky@graeae.org
* Graeae follows the social model of disability. You will need to be familiar with this at interview. We recommend Drake Music’s excellent “Understanding Disability” series <https://www.drakemusic.org/blog/hdekretser/understanding-disability/> if you would like to learn more.
* If you would like to see Graeae’s Equal Opportunities policy please contact jobs@graeae.org

**Questionnaire**

**Data Protection**

We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice, available on our website at https://graeae.org/about/recruitment.

**Disclosure & Barring Service Checks**

Graeae undertakes work with schools and with vulnerable adults. As part of the recruitment process, Graeae will assess the likelihood of a new post-holder coming into contact with children and/or vulnerable adults. Each of the post-holders it deems to have possible contact will result in the post-holder/successful candidate being subject to a satisfactory DBS check before being confirmed in post. This process will still apply in the event of an internal candidate moving into a new post within the organisation.