



**NEW  
WOLSEY  
THEATRE**

NEW WOLSEY THEATRE

# Assistant Finance Manager Recruitment Pack

*Deadline: 9am, Monday 19th February 2024*  
*Interviews: W/c Monday 26th February 2024*



# Welcome

Hello,

We're excited that you're reading this application pack.

If you have experience of working in finance, are methodical, have an eye for detail and would enjoy working as part of our small but busy finance department, this role is for you. As Assistant Finance Manager, you'll undertake a variety of day to day tasks and support the Finance Manager in the financial management of the theatre.

Working closely with colleagues across the organisation, you will have effective team working skills. Your experience of managing financial processes will shine through as you support and collaborate with colleagues to make the theatre's finance department the best it can be.

This is a permanent role, based in Ipswich. The role could be full time or part time (between 28 and 40 hours per week).

It is an exciting time to join the New Wolsey Theatre (NWT). We are a not for profit charity, producing and presenting a brilliant range of productions this spring, including **Romeo & Juliet** and **Little Shop of Horrors** and we are planning a packed programme of productions for autumn 2024 and beyond.

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined in the job description.

The deadline for applications is **9am on Monday 19th February 2024**

Interviews will be held week commencing **Monday 26th February 2024**

We will reimburse reasonable travel expenses for candidates to attend interviews.

We know what it's like when you're considering applying for a new job. It can be exciting and a little daunting thinking about joining a new organisation and working with new colleagues. NWT is a company of brilliant people, some know the organisation inside out, and others are just starting to put down new roots, including award-winning theatre director, playwright and cultural leader Douglas Rintoul, Chief Executive/ Artistic Director, who moved from London to Ipswich in 2022. We all believe in the transformative and life enhancing power of Theatre and creativity.

We'd love applications from people of all backgrounds, especially from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds. We are up for exploring support and development needs and will make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

If you have any further questions after reading this material or would like an informal and confidential discussion about the position, or if you would like this candidate pack in different accessible formats please contact Lucy Parker [lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk) 01473 295940

We look forward to hearing from you.

The New Wolsey Theatre





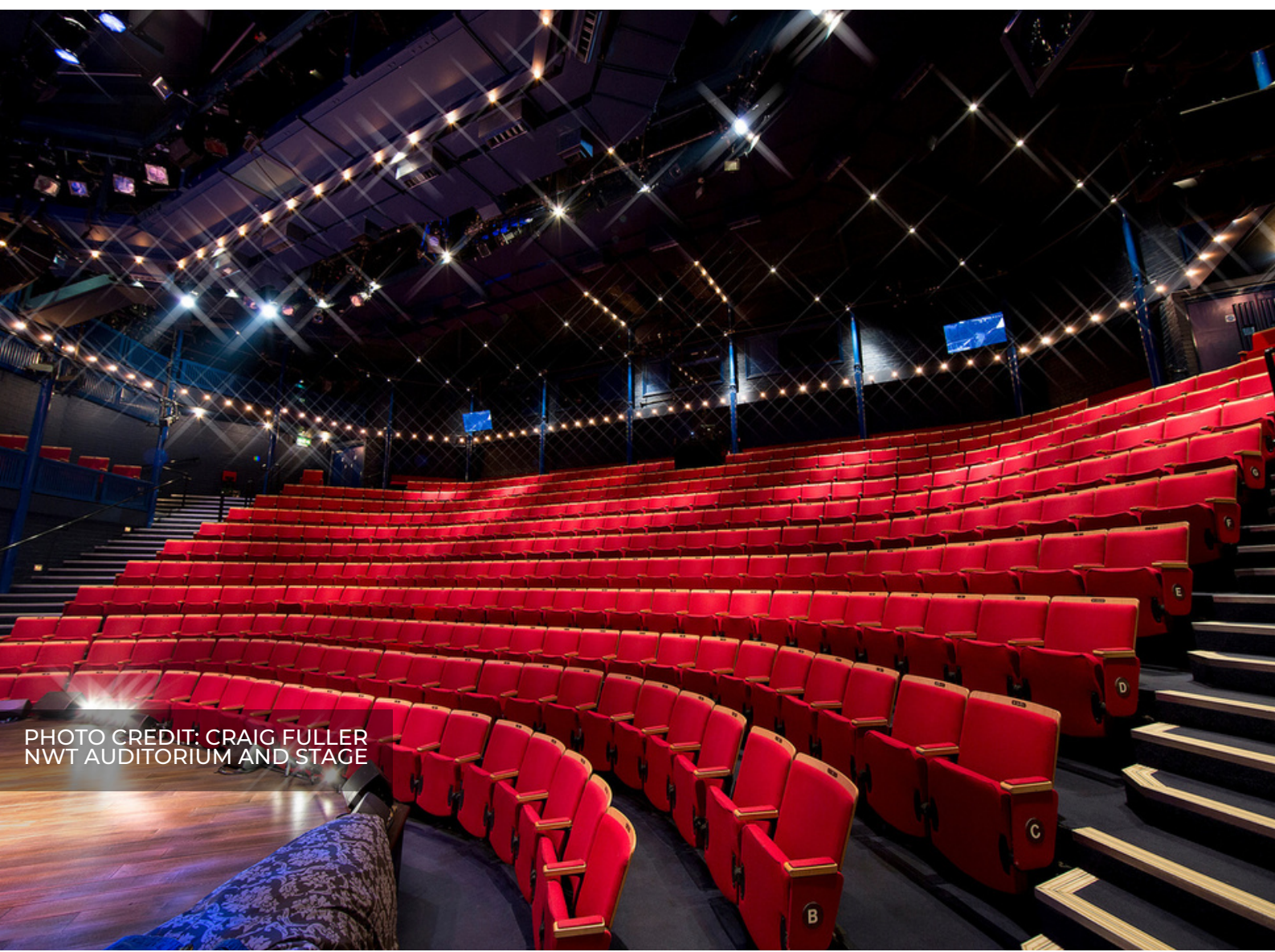


PHOTO CREDIT: CRAIG FULLER  
NWT AUDITORIUM AND STAGE



# About the role

The Assistant Finance Manager will work in a team that also comprises:

- Finance Manager
- Finance Officer (payroll)
- Finance Officer

The Assistant Finance Manager is a new role that will compliment the existing team by fulfilling the range of duties as detailed in the Job Description.

# About you

You will have worked in a finance role and have gained a good knowledge of UK financial accounting principles, through training or experience.

You will be highly organised and systematic in the way that you work.

You will enjoy working as part of the finance team and also supporting non-finance staff in other departments across the theatre, helping them fulfil their financial responsibilities.

You will enjoy having a mixture of your own responsibilities and also assisting the Finance Manager where required.

You will be interested to learn processes and financial models specific to the theatre industry.

You won't necessarily have worked in a theatre or an arts environment before, but you will be excited to bring your skills and experience into our welcoming and friendly local charity.

You may already be in a similar role, or you may be in a Finance Officer or equivalent role and ready for the next step in your career.

You may not be sure that you can do some aspects of the job but you will be supported by the Finance Manager and theatre colleagues in developing your existing skills and learning new ones.



# Job Description

**Job Title:** Assistant Finance Manager

**Responsible to:** Finance Manager

**Responsible for:** N/A

**Job Purpose:** To support the provision of comprehensive financial services across the organisation

**Key Relationships:** Finance Officers, Executive Director, Sales Manager, Café & Bar Manager, Departmental Budget Holders

## **Key Responsibilities:**

- To manage the purchase ledger (as a shared responsibility with the Finance Officers) including but not limited to: expenses, petty cash, processing purchase orders, invoices, payments, reconciling supplier statements and following up on outstanding matters.
- To manage cash management and reports (as a shared responsibility with the Finance Officers) for the theatre's Café & Bar and Box Office functions, including but not limited to: daily cash and card takings reconciliations, processing daily returns and posting entries to the accounts system (PS Financials).
- To manage the sales ledger, including not limited to: raising sales invoices, recording and monitoring receipts and performing initial credit control procedures for unpaid invoices.
- To manage the financial aspects of settlements due for visiting company performance contracts, agency sales agreements and venue hire performance agreements.
- To cover the processing of weekly and monthly payroll (typically holiday cover and with support from the Finance Manager).
- To assist with banking related matters, including but not limited to: reviewing daily transactions and reconciling to the accounts system.
- To assist with maintaining accounts system parameters, including but not limited to: setting up new users and controlling access to accounting periods.
- To assist with the preparation of management accounts, including preparing accruals and prepayments and checking the accuracy of postings.
- To assist with the preparation and submission of VAT returns.
- To assist with the collation and reporting of information and data for statutory, funding and internal reporting requirements.
- To assist with budget setting and support non-finance staff with budget control.
- To assist with the preparation of audit schedules.



# Job Description

- To assist with the preparation of theatre industry related documentation e.g. theatre tax relief (training will be provided).
- To cover other essential functions in the absence of the Finance Manager.

## Other

- To support the development and integration of the organisations Inclusivity and Relevance and Environmental Responsibility practices.
- To adhere to all health and safety policies and positively contribute to maintaining safe working practices.
- Maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as and when required.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.*





# Person Specification

## Essential

- Good knowledge of UK financial accounting principles and a high level of numeracy
- Experience of performing a wide range of financial duties
- Good level of competency in Microsoft Excel
- Good interpersonal skills, with the ability to communicate effectively with colleagues across the organisation and with external contacts
- Competency using Microsoft Word and Outlook
- Good spoken and written English
- A welcoming and inclusive attitude, reflecting New Wolsey Theatre's commitment to equality, diversity and inclusion.

## Desirable

- Accountancy related qualification
- Experience of using Iris / PS Financials accounting systems
- Experience of using Sage 50 payroll
- Previous experience of working in finance in the charity sector
- An interest in the arts and theatre



# Terms and conditions

## **Contract**

This is a permanent position, subject to 6 months probationary period

## **Salary**

£29,450 per annum (based on 40 hours per week). This salary applies up to 31st March 2024. The next annual salary review will be applied from 1st April 2024. An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

## **Hours**

The New Wolsey Theatre is willing to consider flexibility regarding the hours within a range of between 28 and 40 hours per week, preferably worked over 4 or 5 days, between Monday and Friday.

The exact working hours are to be agreed and will typically not start before 8am or finish after 6pm.

## **Overtime**

No overtime payment is available. Any overtime is to be taken as Time Off In Lieu (TOIL) at a later date by arrangement with your line manager.

## **Location and Relocation**

Based at the New Wolsey Theatre, Ipswich.

## **Holiday**

28 days per year, rising to 33 days after 5 years' continuous service (based on working 5 days per week). You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday.

## **Pension**

NWT provides a contributory pension scheme with Now: Pensions. Employer contributions 3%, employee contributions 5%

## **Other Benefits**

- Training and personal development opportunities including role specific training and organisation-wide training e.g. Disability Equality Training, Environmental Awareness Training
- Complimentary and discounted theatre tickets
- Discounts in the theatre café and bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced parental leave pay





# How To Apply

We are inviting people interested in being our **Assistant Finance Manager** to complete an Application Form and our Equality, Diversity and Inclusion Monitoring Form both of which are available to download from our website

<https://www.wolseytheatre.co.uk/current-vacancies/>

Please note, we do not accept CVs as a form of application, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch.

For example, if submitting a written application form is not the best way for you to tell us about your skills and experience, we can accept your application another way, such as video, audio file, or you could dictate your application to us over the phone.

However you choose to apply, you will need to tell us about your education, training and qualifications, and employment history as well as to consider the following:

- Why are you interested in the role and working at the New Wolsey Theatre?
- How do your skills and experience make you the best person to be our Assistant Finance Manager?

Please read through the Job Description, Job Specification and Person Specification before applying for this role, these can be found above in this document.

If you have any questions or would like an informal chat about the role, please contact Lucy Parker on [lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk) 01473 295940.





PHOTO CREDIT: CRAIG FULLER  
AUDIO DESCRIPTION BOOTH, 2021



# About our work

The development of new and regional premieres of musicals has been a major strand of the Theatre's programme. The annual Rock 'n' Roll Pantomime with a company of actor-musicians continues to be a record-breaking success and is firmly established as an Ipswich institution. **Dick Whittington and his Cat** recently played to 29,000 people across 80 performances.

In recent years NWT has co-produced with other regional theatres including Barn Theatre, Birmingham Repertory Theatre, High Tide, Laurence Batley Theatre, Leeds Playhouse, Norwich Theatres, Nottingham Playhouse, Queen's Theatre Hornchurch, Theatr Clwyd, Theatre Royal Bury St. Edmunds, Royal & Derngate Northampton and Wiltshire Creative.

In 2022-2023 we had 286 Performances on our stage over 53 Productions, including 41 Livestreamed performances with 2,314 viewers.

In 2017, NWT led the national tour of the Ramps on the Moon production of **The Who's Tommy** (winner two UK Theatre Awards for Best Touring Production and Award for Promotion of Diversity). In 2016 Trevor Nunn returned to his home town to direct **A Midsummer Night's Dream** for the first time and in 2018 our production of **Once**, remounted in early 2020 in collaboration with Adam Spiegel Productions, was in the early stages of an extensive national tour when it was curtailed by the onset of the Covid-19 pandemic.

Inclusivity is essential to us. In 2013 we created an Agent for Change programme, an initiative supported by the Esmée Fairbairn Foundation, to enable more engagement and opportunities for deaf and disabled theatre professionals, audience members and participants in mainstream theatre. From 2015- 2023 NWT was the lead organisation for the Ramps on the Moon consortium, working with Birmingham Repertory Theatre, Leeds Playhouse, Nottingham Playhouse, Theatre Royal Stratford East, Sheffield Theatres and Wiltshire Creative to promote and champion accessible, inclusive work with deaf and disabled performers, creatives, technicians and practitioners in mainstream theatre. Sheffield Theatres are continuing the work of this incredible project. <https://rampsonthemoon.co.uk/>

As a not-for-profit organisation and a registered charity, we rely on a blend of income streams; funding from the Arts Council, Suffolk County Council and Ipswich Borough Council as well as donations, individual giving and corporate support, all of which are invaluable.







TOMMY (2017)  
PHOTO CREDIT: MIKE KWASNIAK



A MIDSUMMER NIGHT'S DREAM (2016)  
PHOTO CREDIT: MIKE KWASNIAK



ONCE (2018)  
PHOTO CREDIT: MIKE KWASNIAK



continued..

# About our work

The pandemic enabled us to expand and innovate with digital tools. Our first 'blended production', **The Snow Queen**, was performed live in the theatre in December 2020 and uniquely involved live contribution from audiences in their homes. It was simultaneously livestreamed to audiences around the world. NWT has gone on to livestream much of its produced work ensuring isolated audiences can continue to have access to theatre and won the **Best Digital Pantomime in the UK** at the Pantomime Awards 2022, for our production of **Jack and the Beanstalk**.

In 2022 the Theatre played to packed houses for its regional premiere and actor musician production of the musical **Kinky Boots** (a co-production with Queen's Theatre Hornchurch). In 2023 we revived Dennis Kelly's modern classic **DNA**, and Emma Rice's adaptation of Noel Coward's **Brief Encounter** which wowed audiences in our auditorium (a co-production with Wiltshire Creative in association with Yvonne Arnaud Theatre that toured to Theatre Royal Bury St. Edmunds and Northern Stage).

In 2024 we are producing a pacy and inventive adaptation of **Romeo & Juliet** and co-producing a new actor musician production of **Little Shop Of Horrors** with Bolton Octagon Theatre, Hull Truck Theatre and Theatre By The Lake.

Not all our work is just about us. We have an inspiring cohort of inspiring associate artists including Aspire Black Suffolk, Jamie Beddard, Mae Munuo, Martha Loader, Paper Birds and Spinning Wheel Theatre. In 2023 we co-produced **Feel Me** with The Paper Birds and visiting companies such as ATC, Middle Child and Rifco have recently toured to us. We have plans to commission new work and we are cultivating co-productions with new UK and international partners.







BRIEF ENCOUNTER (2023)  
PHOTO CREDIT: MARC BRENNER





DICK WHITTINGTON AND HIS CAT (2023)  
PHOTO CREDIT: MIKE KWASNIAK



# Creative Communities

NWT recognises that culture plays a significant role in building and sustaining communities. We believe in the power of the creative potential in each of us, and strive to provide communities from every part of Ipswich with opportunities to participate in, make and enjoy culture.

Creative Communities is our programme of productions, projects, activities and opportunities for young people, local communities, and the education sector. Some of our recent work includes:

- A social prescribing project **Tell Your Story** delivered in collaboration with the NHS
- A **Warm Space** offer in our Front of House that supported the most vulnerable members of our local community during the cost of living crisis
- **Let's Play** an early years project created in partnership with a local primary school
- **Get up and Go** free summer activity for children in receipt of free school meals
- **The Big Afternoon** a free, outdoor community festival
- **Metamorphoses** a mainstage production of a new adaptation of Ovid's epic poem by our Senior Youth Theatre
- **The Lies You Tell** a schools tour of a new play by award winning Suffolk playwright Yolanda Mercy exposing issues around well-being in young people.

Our Creative Communities work also includes supporting the education sector to engage with our produced work; offering creative careers focused opportunities to young people and community hires in our main auditorium.

We run seven term time Youth Theatre groups, including our new Young Creatives offer for 16-21 year olds who are emerging theatre makers. There are 150 spaces for young people to take part across the year which includes our Youth Theatre Plus and Squared offer for disabled and neurodivergent young people.

Alongside our own projects we regularly collaborate with other organisations and support the work of a wide range of local groups including Aspire Black Suffolk (advocacy), Volunteering Matters (social action), UnScene Suffolk (a community arts organisation for visually impaired adults), Ipswich Youth Steel Band and Suffolk Refugee Support, by hosting them in NW2. Having communities, staff, practitioners, and artists in the same space provides fertile ground for future creative collaborations ensuring NWT is truly representative of Ipswich.







THE IPSWICH YOUTH STEEL BAND  
THE BIG AFTERNOON (2023)  
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



SENIOR YOUTH THEATRE  
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY





THE BIG AFTERNOON (2023)  
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



# Arts and Culture, Suffolk and the East of England

If you don't know much about Ipswich, it's the county town of Suffolk and is a medieval port and industrial town with a strong history; the urban area has a population of 130,000 and all eyes are currently on the town – and for good reason. The town has been reinvented by investment in its extremely popular waterfront as well as the introduction of the University of Suffolk in 2007. It has a new vision to transform the life of the town and has one of the fastest-growing economies in the UK and is emerging as one of the best places to live in the country.

Unusually, Ipswich has a very large arts ecology, being home to local, regional, and internationally renowned companies including DanceEast, Gecko Theatre, High Tide, Russell Maliphant, Spill Festival, Eastern Angles, Red Rose Chain and New Wolsey Theatre. The cultural sector is dynamic, connected and collaborative; the leadership of NWT plays a significant role.

Because the town is small, it means it has everything you need within proximity. You also get the benefit of the Suffolk countryside, and it's only about 12 miles from the coast. Ipswich Station and Derby Road are the two primary train stations in the town. The former is on the London to Norwich line and has services to London Liverpool Street in a little over an hour. There are also direct trains to Colchester, Felixstowe, Lowestoft, Peterborough and Cambridge.





IPSWICH WATERFRONT  
PHOTO CREDIT: IPSWICH CENTRAL



CHRISTCHURCH MANSIONS, IPSWICH  
PHOTO CREDIT: IPSWICH MUSEUMS



# Equal Opportunities

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. We aim to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from Black, Asian and ethnically diverse people, those who identify as deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds.

We are happy to make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.



# Environmental Responsibility

NWT recognises the climate emergency and the role each of us can play in contributing to, and advocating for, a sustainable future.

We are proud that since 2012-13 our investment in building improvements has resulted in a 60% reduction in the carbon footprint created by our use of energy and water.

We are working on a range of measures to make significant environmental impact reductions across all strands of our work and have recently established a cross-organisation working group made up of passionate committed colleagues to set ambitious targets and delivery plans.

All NWT staff are participating in Environmental Awareness training and we are working with organisations such as The Suffolk Carbon Charter to ensure that we draw upon expertise and best practice.

NWT's position at the heart of our community makes us ideally placed to be a shining example of positive change.

