



Eclipse Theatre Company – Finance and Operations Manager Job Pack

Eclipse is looking for a competent, organised and experienced Finance and Operations Manager to join the organisation during a period of transition. The Finance and Operations Manager will be responsible for managing the finance support service for the organisation together with operational support for Governance, Admin & HR.

This is an opportunity to play a vital role in the organisation as it develops and instigates an exciting and ambitious new set of plans over the next six months. You will be working directly with senior leaders and trustees, and line-manage an Administrator utilising strong financial and administrative skills to manage the charity's finances and day to day operations.

The ideal candidate will have an understanding of budgets and financial management as well administration, along with a passion for theatre and culture to be made by and resonating with Black voices and the communities in the North of England.

Snapshot of the role:

- Full time, with part time options available.
- Fixed 1-year contract, with a view to extend.
- £35,000 gross salary pa (pro rata if applicable).
- Able to work from or travel to Leeds with reasonable notice – hybrid and remote options possible.
- Expected start date is as soon as possible.

How to Apply

Interviews will be conducted on a rolling and remote basis until the appointment is filled, thus there is no deadline and early applications are recommended. The vacancy will remain on our website until filled.

Please send a **CV and Covering Letter** describing your suitability for the position and specific examples of how your past experience matches the person specification, outlined below, to recruitment@eclipsetheatre.org.uk along with dates you are not available for a remote interview on Zoom.

Please also include in your application brief details of where you heard about this position. (e.g. word of mouth, Arts Jobs, LinkedIn, Twitter, etc.)



About Eclipse

Eclipse is one of the UK's most innovative, Black-led touring theatre and production companies, inspiring new narratives about the Black and Global Majority experience. In partnership with venues and collaborators, we commission, develop, produce and present new work by Black and Global Majority creatives, whose voices are all too infrequently represented on the main stages across our country.

Rooted in the North of England, we are a Leeds based organisation with a national profile, touring our work across the country. We are proud to have proved that there is an audience for Black and Global Majority theatre outside of London.

We believe in the power of culture to connect people and to change lives.

We continue to reflect England's diversity by championing and producing Black and Global Majority stories.

FINANCE AND OPERATIONS MANAGER JOB DESCRIPTION

Purpose of the Post

- **To Provide financial leadership and to be accountable for financial reporting to the leadership team, Board, and stakeholders.**
- **To be responsible for effective management of the day-to-day office administration, and HR processes.**
- **To undertake company secretarial duties to ensure compliance with statutory requirement and relevant legislation.**
- **To work directly with the leadership team and board supporting business planning, organisational development, and to ensure Eclipse meets its aims and objectives.**

The Finance and Operations Manager is a key relationship for internal staff and suppliers as well as fielding enquiries from artists, partners and the general public.



Terms and Conditions

Reports to:	Senior Change Director
Other reporting:	Board of trustees
Line manages:	Other administrative staff once recruited, external accountants, IT supplier
Salary:	£35,000 gross per annum (pro rata if applicable)
Location:	Working from home with some working from company office in Leeds with reasonable notice
FTE / Hours:	Full Time (1.0 FTE) at 35 hours per week, plus a compulsory break for one hour. Part-time options of 0.5 to 0.8 FTE would be accepted.
Holidays:	28 days per year (including statutory Bank Holidays), pro rata if applicable
Term:	1-year fixed term contract, with a view to extend following a contract review
Notice:	6 weeks either side for the period of the contract.
Pension:	3% employer contribution.

Role responsibilities

The Finance & Operations Manager is responsible for:

Finance

- Preparation, monitoring, and control of the budgeting and forecasting processes.
- Provision of clear and timely management accounts to the senior team and Board of Trustees.
- Administration of the company's financial systems through day-to-day bookkeeping including data entry, management of petty cash, processing of invoices and bank reconciliation.
- Liaising with the external payroll provider and payment of monthly salaries.
- Overseeing the preparation of the annual statutory accounts and management of the annual independent examination.
- Supporting in the delivery of an annual report or funder reports as needed, including Arts Council England NPO reporting requirements and quarterly payment conditions.



Governance

- Leading on the arrangements for Board Meetings and Away Days: minute taking, writing and circulating agenda and documentation, post-meeting minutes and communicating with the Trustees pre-meeting on location, time and attendance.
- Regularly reviews the company's policy making – ensuring the company maintains and abides by its policies e.g. Safeguarding, Health & Safety, Environmental and Staff Handbook.

Administration & HR

- Day to day responsibility for managing the HR function of the company.
- Keeping in contact with and responding in a timely manner to any queries from key stakeholders.
- Support the organisation to maintain key relationships and deliver report writing.
- General administration and office management lead.
- Management of the company calendar.
- Administration of company compliance and reporting to statutory bodies e.g. Companies House and the Charities Commission.
- Working as a central point of contact through phone and email.
- Management of the company administration systems.
- Support the delivery of contracts and letters of agreement.
- Support recruitment and onboarding processes.
- Support accommodation, travel, logistics, and tour-booking processes.



PERSON SPECIFICATION

The ideal candidate will have experience of financial management and administration. You may be a finance professional wishing to grow your career in the culture sector.

Essential skills, experience, competencies and attributes

- Minimum of 2 years' experience working in an administrative role.
- Finance management and/or accountancy experience (qualified, part-qualified or qualified by experience welcomed but not required).
- Ability to work independently and proactively as well as collaboratively.
- Ability to set clear priorities and handle multiple workflows at any one time.
- A commitment to and understanding of Equal Opportunities and anti-racist, accessible, and inclusive working practices.
- Excellent written & verbal communication skills.
- Confidence in communicating and working with people from a range of backgrounds and fields, within and outside of the arts.

Desirable skills, experience, competencies and attributes

- Experience working in the arts, culture, charity, non-profit, education or social enterprise sectors.
- Knowledge of the wider arts and culture sector.
- Passion for and/or exposure to supporting the creation of exceptional new theatre work.
- Passion for and/or exposure to supporting artist development for Black theatre makers and creatives.
- Passion for and/or exposure to supporting and championing theatre made in the North of England for national and international audiences.



- Some fundraising experience.
- An understanding and commitment to the mission, vision and work of Eclipse and a desire to play a key role in shaping and achieving the company's success.
- An understanding of theatre touring processes.
- Experience of working with Arts Council England's monitoring as an NPO.
- Ability to travel to the Leeds office, if required, with reasonable notice.