

## Finance Director – Recruitment Pack

January 2025



### Welcome

Thank you for your interest in this position at Brewery Arts. This pack provides background information on the organisation and a job description for the role of Finance Director. If you would like any further information, or would like an informal discussion, please contact us to arrange a call. We look forward to hearing from you.

### Overview

Brewery Arts is Cumbria's flagship arts centre, presenting a dynamic programme of live music, theatre, comedy, film, festivals, exhibitions and creative learning. Based in a historic building in Kendal, Brewery Arts has been a vital resource for the community for over 50 years. We are now seeking a Finance Director to provide robust financial leadership in our next phase of development. This is an exciting opportunity to join a well-established institution with local, regional and national impact.

This is a Part Time role (0.6 FTE), with options for flexible and remote working available.

122a Highgate, Kendal, Cumbria LA9 4HE | Box Office 01539 725133 | Admin 01539 722833 | [breweryarts.co.uk](http://breweryarts.co.uk)

The Kendal Brewery Arts Centre Trust Ltd. is registered in England & Wales no. 03927101 and is a registered charity in England & Wales no. 01086789. The Kendal Catering Company Ltd. is registered in England & Wales no. 01064847.

## **Company Information**

The Kendal Brewery Arts Centre Trust Ltd (T/A Brewery Arts) is a Charity and Company Limited by Guarantee. The trading subsidiary is the Kendal Catering Company Ltd. Both companies are governed by a voluntary Board of Trustees.

We welcome approximately 150,000 people each year and host major festivals, including the annual Kendal Mountain Festival. We are an Arts Council England National Portfolio organisation and a Strategic Cultural Partner of Westmorland & Furness Council. We also receive ongoing support from Kendal Town Council and the Brewery Arts Centre Endowment Trust. We are members of BFI Film Hub North and currently receive Strategic Award funding. Funding from regular grants makes up 15% of our income and the remaining 85% is generated through ticket sales, memberships, donations and commercial trading revenue through venue hire, catering and hospitality. The annual turnover for Brewery Arts is £2.4m.

## **Mission, Vision & Values**

Brewery Arts mission is to engage and inspire the community and the next generation. To enrich lives through culture and provide wide ranging opportunities for creative participation in the arts.

We present extraordinary experiences in music, film and performing arts - from across the globe and the community - to wide audiences in the region. Our engagement and learning programmes empower people of all ages to create and celebrate culture in all its forms. Children and young people are inspired and encouraged to develop a lifelong love of the arts, build talent, skills and confidence, and discover pathways to the creative industries.

Our vision is to continue evolving as one of the most innovative arts organisations in the UK, inspiring even more people to live, work and create in Kendal and the region. We are a critical resource for the local community, a catalyst for regeneration, and a destination for national and international visitors.

### **Values**

- Excellence - creating extraordinary cultural experiences that enrich lives
- Innovation - keeping pace with new developments in our sector and in society
- Inclusion - championing diverse communities that are currently underrepresented
- Sustainability - securing a strong future for our organisation and the environment
- Collaboration - increasing our impact through great partnerships and teamwork

### **Aims 2025-26**

Our current Business Plan is focused the following main aims:

- Programme: Increase the scale, impact and distinctiveness of the presented programme
- Engagement: Diversify the engagement programme to increase social and economic impact
- Audiences: Broaden audiences and communities to deepen dialogue, reach and impact
- Finance: Strengthen the financial model of the organisation to secure long-term sustainability
- Operations: Develop the building, operations and teams to ensure sustainability and resilience

## Job Overview

Reports to:	CEO & Artistic Director
Responsible for:	Finance Manager and HR Manager
Salary:	£50,000 per annum, pro-rata
Hours:	Part time, 24 hours per week (0.6 FTE)
Holidays:	6 weeks increasing to 7 weeks after three years
Contract:	Permanent
Probationary Period:	6 months
Notice period:	12 weeks
Location:	Kendal / Hybrid / Remote*

\*Flexible hours and remote working arrangements are available. The Finance Director will be required to spend a minimum of one day per week (8 hours) in our Kendal office, to ensure regular contact with the team. Increased attendance in the office will be required when leading the annual Audit, and when attending monthly Management Account meetings and Board meetings.

## Purpose of the Role

The Finance Director is responsible for the effective financial running of the organisation, reporting to the CEO & Artistic Director and working as part of the Senior Management Team.

## Principal Responsibilities

### Strategic & Senior Management

1. Support the CEO & Artistic Director to set the strategic initiatives, business plans and budgets for submission to the Board, and attend board meetings to deal with any financial issues or questions.
2. Manage the operation of the Finance Sub Committee of the Board, preparing papers and attending meetings, with support from the HR & Operations Coordinator.
3. Work closely with the Senior Management Team, contributing to the leadership of a positive and collaborative staff culture and supporting the company vision, mission and values at all times.
4. Provide strategic input and identify ways to continually improve the financial performance and the business model of Brewery Arts.

### Finance & Legal Compliance

5. Act as Company Secretary, supporting the Board to carry out their governance duties.
6. Lead financial and regulatory relationships including accountants, Companies House, Charity Commission and HMRC for tax matters, ensuring compliance and meeting of legal requirements.
7. Support the CEO & Artistic Director with the production and management of the annual budget for the charity (Kendal Brewery Arts Centre Trust Ltd) and the trading subsidiary (Kendal Catering Company).

8. Produce monthly management accounts and cash flow projections on time, escalating any concerns to the CEO & Artistic Director.
9. Work with budget holders to assess and improve financial performance, and update financial forecasts on a monthly basis.
10. Create budgets and financial reports for funders, in line with set timescales.
11. Maintain and implement robust financial controls to mitigate the risk of fraud and error.
12. Lead the Auditors in the preparation of the annual statutory accounts, being the main point of contact and managing the entire process.
13. Ensure contracts, grant offers and third-party agreements are appropriate and legally compliant.
14. Manage insurance policies and claims.
15. Manage utility contracts and ensure energy monitoring is carried out.
16. Oversee Payroll which is managed by the Finance team.
17. Manage the asset register, and financial areas of the Risk Register.
18. Manage the Data Dashboard, providing timely data for the organisation to measure performance against targets.

### **Staff Management**

19. Line management of the Finance Manager (F/T) and HR Manager (P/T), including performance management and the identification of training and development needs.
20. Leadership of the wider Finance team (2 x Part time Finance Assistants), leading the weekly finance meeting and ensuring actions are completed.
21. Lead on relationships with finance contractors such as external Auditors and Accountants.
22. Support budget holders and Heads of departments to assess and improve financial performance in their specific areas.

### **Other**

23. Adhere to and implement all relevant company policy and procedure, such as Health & Safety, GDPR compliant Data Management and Equal Opportunities.
24. Maintain awareness of developments and best practice in financial management.
25. Carry out any agreed training that is relevant to carrying out the role successfully.
26. Represent the organisation internally and externally as required.

***This list is not exhaustive. The organisation may evolve and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.***

## Person Specification

### Essential

- Accountancy qualification (e.g. ACCA/CIMA/ACA) or equivalent qualification and experience
- Significant financial management, control and planning experience
- Experience of producing and working with management and statutory accounts
- Experience of preparing, monitoring and analysing budgets and cash flow forecasts
- Demonstrable knowledge of current accounting software such as Sage
- Good understanding of VAT practice and payroll
- Experience in working with external auditors on preparing annual accounts
- Excellent ICT skills, accuracy and attention to detail
- An advanced knowledge of Microsoft Excel and accountancy systems
- Strong people management skills
- Excellent written and interpersonal communication skills
- Understanding of, and enthusiasm for, the work delivered by Brewery Arts

### Desirable

- Experience of charity accounting and charity compliance
- Experience of working with HR management
- Experience as Company Secretary and working with a Board of Trustees
- Experience of working as part of a senior management team to achieve a company vision

Candidates from all sectors and backgrounds are highly welcomed. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our staff team, particularly people who are black, brown or marginalised, people from the LGBTQ+ community, or people who are disabled.

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## How to Apply

Please download and complete an Application Form from the website and send it by email to Hannah Sinclair at: [recruitment@breweryarts.co.uk](mailto:recruitment@breweryarts.co.uk)

**Deadline for applications:** Monday 17 February (midday)

**Interviews:** Friday 21 February

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## Contact

If you would like an informal discussion before making your application, please contact:

Miriam Randall, CEO & Artistic Director: [miriam.randall@breweryarts.co.uk](mailto:miriam.randall@breweryarts.co.uk)

Dave Stevens, Chair of Finance Sub Committee: [dave.stevens@breweryarts.co.uk](mailto:dave.stevens@breweryarts.co.uk)

## TERMS & CONDITIONS

<b>JOB TITLE:</b>	Finance Director
<b>Contract:</b>	Permanent
<b>Pay:</b>	£50,000 per annum, pro-rata
<b>Hours:</b>	<p>24 hours per week (excluding lunch breaks). Hours can be worked flexibly.</p> <p>No overtime is payable. TOIL will be accrued if more than contracted hours are worked in a week, subject to prior agreement.</p>
<b>Place of work:</b>	<p>Kendal, with hybrid and remote working available. A minimum of one day per week (8 hours) in the Kendal office is required. Increased attendance in the office will be required when leading the annual Audit, and when attending monthly Management Account Meetings and Board meetings.</p>
<b>Reports to:</b>	CEO/Artistic Director
<b>Responsible for:</b>	Finance Manager, HR Manager
<b>Notice Period:</b>	12 weeks
<b>Holiday Entitlement:</b>	<p>Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service</p> <p>Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.</p>
<b>Pension:</b>	<p>The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.</p>
<b>Discretionary Benefits:</b>	<ul style="list-style-type: none"> <li>• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).</li> <li>• Discount on food in our catering outlets for staff + one.</li> <li>• A parking permit is given to staff to be used while at work.</li> </ul>
<b>Union:</b>	<p>An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.</p>