



DIY Theatre Company is looking for a Finance Officer

Deadline for Applications: Monday 10th July at 5pm

Interviews will take place on Friday 21st July 2023



www.diytheatre.org.uk

 [diytheatreco](https://www.instagram.com/diytheatreco)

 [@diytheatre](https://twitter.com/diytheatre)

 [DIY Theatre Company](https://www.facebook.com/DIYTheatreCompany)



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Celebrating with cake – achieving Arts Council England NPO status, November 2022.

“DIY Theatre has proved its sustainability over a 25 year period, establishing cutting edge theatre practice led by disabled practitioners and performers. The company has led on Arts Award for special schools and established ground breaking work around disabled people as leaders, valuing lived experience way ahead of any agenda that espoused this way of working. Artistically the quality of the products created is very high with strong production values.”

Jude Bird, Executive Director: Learning & Workforce, Curious Minds, 2022



Background to the Company

DIY Theatre Company is an established theatre company of artists and leaders with lived experience of learning disability. We have been creating entertaining, accessible and thought-provoking theatre and education work since 1994.

We recently became an Arts Council England National Portfolio Organisation, so this is an exciting time in the company's development.

Our vision is a world where performers, theatre-makers and arts leaders with learning disabilities are valued as part of the rich diversity of our cultural sector and our society.

We aim to:

- ★ Challenge preconceptions and barriers experienced by people with learning disabilities through high quality performance, education projects and research.
- ★ Celebrate diversity and creativity in all areas of our work.
- ★ Promote the achievements of performers and theatre-makers with learning disabilities and share good practice.

For more information about the company please visit our website: www.diytheatre.org.uk

Background to the role

DIY Theatre Company is seeking an organised and efficient Finance Officer who will help to manage the finances of DIY as an organisation by keeping track of our income and controlling our spending.

Responsible and

Reports to: Business Director

Contract: Part-time, Freelance

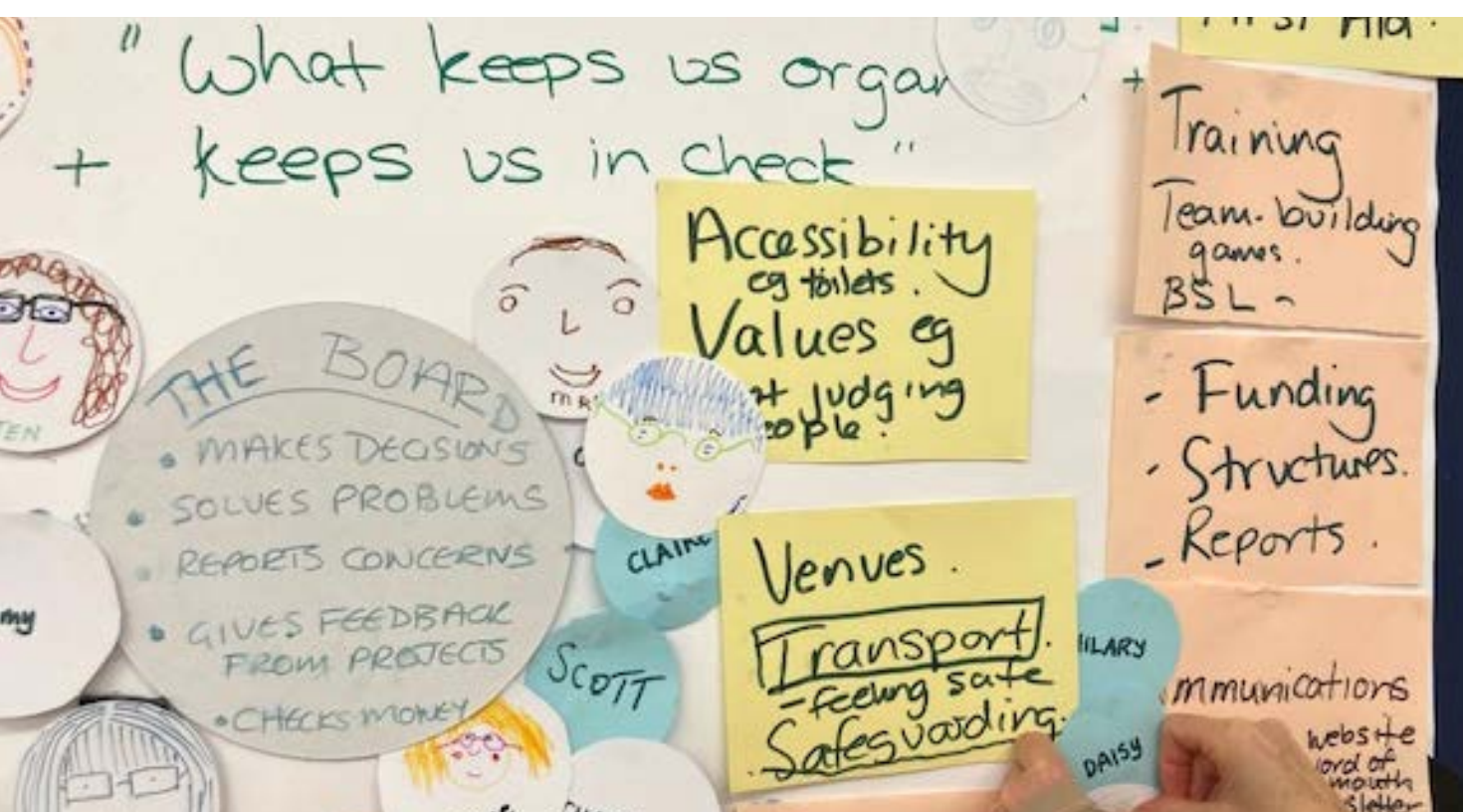
Based at: Angel Centre, 1 St Philips Place, Chapel Street, Salford M3 6FA

Fixed Term: September 2023 – September 2024

Probationary period: 3 months.

Fees: £160 per day for a maximum of 80 days per annum (equivalent to 2 days per week - excluding company holidays).

Total fee available: £12,800 for 12 months
(N.B. the Finance Officer will be responsible for their own tax and NI contributions).



Key Responsibilities

To work closely with DIY's Business Director & wider DIY team to:

- ★ record financial transactions.
- ★ produce financial forecasts including cash forecasts.
- ★ deal with invoices and expenses.
- ★ raise sales invoices and liaise with customers regarding payment.
- ★ produce monthly accounts.
- ★ create budget reports.
- ★ present financial reports.
- ★ prepare draft Annual Accounts and liaise with external accountant.
- ★ prepare Company Annual Budget.
- ★ input to project budget calculations.
- ★ input financial information for project reporting.
- ★ undertake general administration to support the Business Director including general bookings for venues and transport.
- ★ undertake any other duties as reasonably required.

★ Whole Organisation Responsibilities

- ★ To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- ★ To contribute to the development and implementation of the overall ethos, work and aims of the organisation.
- ★ To participate in supervision, staff meetings, training and other learning activities and performance development as required.
- ★ To recognise your own strengths and areas of expertise and use these to advise and support others.



Person Specification

Essential

We are looking for someone who:

- ★ has excellent IT skills.
- ★ is experienced in using small company accounting software.
- ★ has experience in producing profit and loss accounts, balance sheets and cash forecasting.
- ★ is accurate and organised.
- ★ has strong written, verbal and presentation skills.
- ★ has good mathematical skills.
- ★ is able to break down complex financial information into simpler and understandable language.
- ★ has good analytical skills.
- ★ is experienced in financial reporting.
- ★ is able to prioritise and work to deadlines.

Candidates must demonstrate their ability to meet all the above requirements in their application. This will be explored and assessed further during any interview.

Desirable

- ★ Has, or is working towards, an accounting qualification (e.g. Accounting Technician qualification or similar).
- ★ Experience of working within employability and / or processes surrounding benefits.
- ★ Interest in theatre/arts/creativity/culture.



Safeguarding young people training for DIY Gamechangers, February 2023

Equal Opportunities

DIY Theatre Company strives to be an Equal Opportunities employer and we encourage applications from all sections of the community.

We particularly welcome applications from people who identify as D/deaf or disabled and from people of colour, as they are currently under-represented in the arts.

To apply

Please send:

- ★ an expression of interest, outlining how your skills match the above roles and responsibilities. You may use up to 2 sheets of A4 (14 point). Please describe why you think you are suitable for this position and what you would like to gain from it. **Please refer to the Person Specification and make sure to address all the criteria in your application.**
- ★ your C.V., including the details of two relevant referees

To DIY Theatre Company :-

By Post: DIY Theatre Company,
 The Angel Centre,
 1 St Philips Place,
 Chapel Street,
 Salford
 M3 6FA

By e-mail: diytheatre@gmail.com

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Please contact us, by email or post, if you would like more information or have any questions.



DIY is a Community Interest Company Reg. No 07128047

Registered address, DIY Theatre Co., The Angel Centre,
1 Saint Phillips Place, Salford M3 6FA