



ROGREGOR
ENYAMCWAYNE

Director of Finance and Administration
Job Pack



WHO WE ARE

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that supports his vision, and comprises dance artists, writers, composers, film-makers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

In 2017 we opened an inspiring new arts space at Here East in Queen Elizabeth Park. Part of a new technological and creative community re-imagining the cultural landscape of east London, it comprises three extraordinary studio spaces, hosting all of McGregor's creative work and collaborations alongside artist development and creative learning programmes based on the trading of space, time and skills.

We are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with.

WHO WE ARE LOOKING FOR

We are seeking a highly motivated individual with a creative and entrepreneurial spirit and a collaborative approach who is able to bring expertise and experience to help shape and influence this key position. The Director of Finance and Administration will work closely with the Executive Director and the members of the Senior Leadership Team and play a lead role in Financial Strategy, Planning, Policy, Operations, Compliance and Governance. You will be highly organised, resourceful, and a creative problem-solver with excellent written and verbal communication skills and an expertise in financial management.

THE OPPORTUNITY

This is an exciting time to be joining this creative and adventurous organisation as it focuses in new directions post pandemic. This role is the perfect opportunity for an enterprising and ambitious individual with strong administration skills and financial acumen who is interested in working with a world renowned organisation to help shape its future direction.

DETAILS OF THE ROLE

The role is a key senior leadership position and is integral to the smooth running of the organisation's business operations. You will contribute to Studio Wayne McGregor's strategic planning and be responsible for the organisation's

financial processes, ensuring financial health and viability.

This is a full-time role with a salary of £45k per annum and will be mainly based at the Studio with the flexibility to also work remotely. Hours of work are 10am to 6pm each day. Holiday entitlement is 28 days (including bank holidays) each holiday year.

HOW TO APPLY

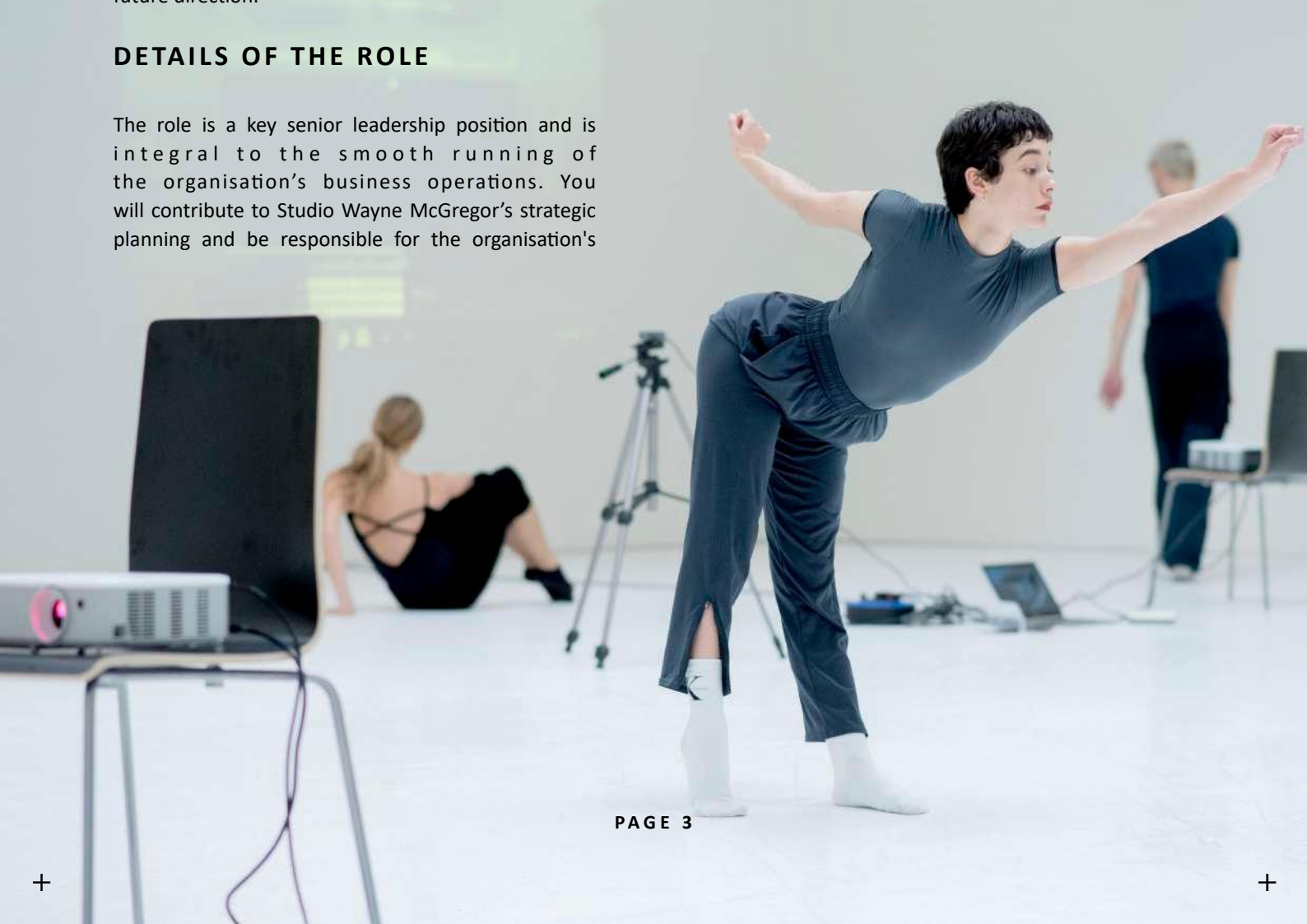
Complete the Application Form on our website <https://waynemcgregor.com/about/auditions-jobs/>

There is an option within the form to provide recorded answers - audio or video

And email your CV including your full name in the subject line to 2f574e53.waynemcgregor.com@uk.teams.ms

The deadline for receipt of applications and CV's is Sunday 6th February 2022 at 6pm

Interviews will take place at the Studio the week of the 7th February 2022



JOB DESCRIPTION

Job title: Director of Finance and Administration

Main Objectives:

- To work closely with the Executive to provide strategic, financial and operational leadership
- To ensure robust and efficient financial and administrative systems needed for the Studio to deliver its mission in a dynamic and sustainable way
- To play an active and leading role as part of the SWM Senior Leadership Team
- To oversee the organisation's personnel and administrative processes
- To take a lead role in policy development, compliance and governance across the company

Responsible to: Executive Director and Artistic Director

Responsible for: Finance Manager and Admin & Finance Administrator

Responsibilities:

Finance

- Lead on annual financial planning assisted by the Executive Director including preparing and developing budgeting and forecasting spreadsheets and holding meetings with budget holders to discuss activity for the forthcoming financial year
- Lead on and produce quarterly Management Accounts, report to the Finance and Audit Committee (FAC) and work with the Chair to report to the full Board quarterly
- Develop, review and deliver all financial systems and procedures and ensure robust financial controls
- Review all financial data and make adjustments where necessary to ensure integrity of accounting data
- Monitor and ensure the company's compliance with financial and finance-related regulations including tax, VAT, accounting regulations (including SORP, SOFA) and Charities Act.
- Prepare annual report and accounts and manage the audit process, working closely with company auditors and reporting back to the Finance & Audit Committee/Board
- Management of relevant data for Arts Council England and other funder reporting
- Sign off of monthly Payroll including freelance payment schedules
- Regularly review and update all organisation policies and Staff Handbooks and ensure that policies and procedures are adhered to
- Ensure payment terms, policies and procedures for PAYE and Freelance staff are adhered to and that rates and practices are in line with current sector standards
- Ensure the organisation is compliant with employment law legislation

Administration

- Manage, review and update company Risk Register
- Negotiation and management of organisation insurance policies
- Oversee and manage taxation and regulatory paperwork including that relating to international tours
- Keep up to date with relevant legislation to ensure the organisation's legal compliance

Governance

- Act as Company Secretary and carry out all duties required relating to Trustees and required policies and paperwork
- Co-ordinate dates for meetings, distribute agenda and associated paperwork in liaison with Executive Director, assisted by Admin & Finance Administrator. Attend meetings and approve minutes
- Ensure the organisation's compliance with Companies House and Charity Commission requirements including submitting annual returns and confirmation statements

YOU WILL HAVE

- An understanding of Studio Wayne McGregor's brand, vision and values
- Proven experience in a similar role preferably in a cultural or creative industries environment
- Significant experience of managing financial systems and budgets including financial and risk management and being responsible for financial operations at organisational, department and project level
- Demonstrable experience of preparing, monitoring and analysing management accounts, budgets and cash flow forecasts
- Demonstrable experience of preparing audited accounts
- Good knowledge of tax, NI and VAT
- High level of IT literacy including Office 365 and knowledge of sage50
- Strong organisational skills: Self-motivated, strong attention to detail, orderly and systematic, able to prioritise own workload and set and meet deadlines
- A creative problem solver
- Ability to communicate financial information clearly and accurately with excellent verbal and written communication skills
- Knowledge of employment law, charity law and other relevant legislative requirements
- Experience of managing company administrative and personnel processes
- Knowledge & understanding of ACE, their priorities and reporting structure
- Experience of line management
- Commitment to working collaboratively within a small team
- Ability to work quickly, stay calm under pressure and respond to a range of demands effectively
- A commitment to the principles of inclusive ways of working and equal opportunities
- A strategic and creative approach

BENEFITS

- Flexible working and a company culture that promotes good work/life balance
- Enhanced annual leave, starting at 28 days per year, increasing by one day per year up to 33 days (including bank holidays);
- 2 tickets to London premieres of Company Wayne McGregor works
- Complimentary access to events at Studio Wayne McGregor
- Access to events hosted by Here East
- Festive day – additional day off around Christmas
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- Pension contributions

