

JACKSONS LANE

NORTH LONDON'S
CREATIVE SPACE

APPLICATION PACK FINANCE MANAGER





WORKING FOR JACKSONS LANE

Working for Jacksons Lane is vibrant and exciting, as an organisation our work stretches across the borough of Haringey, the UK and internationally. Our building hosts a wide range of different activities throughout the year. As a small team, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative engagement programme, or users of our studio spaces and facilities.

Our team is a made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

JACKSONS LANE

ARTISTIC



Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through artist residencies, mentoring and advice, and by providing theatre space for previews, rehearsals and scratch performances, in addition to premium studio space to devise and rehearse new work. Our recently upgraded 170 seat auditorium hosts a variety of events throughout the year including our own Postcards Festival. As one of the leading venues for the London International Mime Festival we also showcase our other core artistic strand of physical and non-verbal theatre alongside our programme of family performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, representing 60 countries including ones as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience.



CREATIVE ENGAGEMENT

With its roots as a community centre, Jacksons Lane remains an essential hub for arts and community work in north London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduce isolation and improve overall wellbeing.

Our comprehensive Creative Learning programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women's safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people. Our work has continued online throughout the pandemic through the 'Quarantine Sessions' and 'Lockdown Lunch' with great success. Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We partner isolated and vulnerable people with friendly volunteers, and through regular conversation and creative and wellbeing activities our beneficiaries gain confidence and are able to reconnect to their community.

Since it began 46 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. This year, despite the restrictions imposed by the COVID-19 pandemic, we were still able to reach out to 300 older adults across our area through a delivery service of food and gifts while still providing the all important social contact and friendly conversation.



JACKSONS LANE

STUDIO HIRES AND PRIVATE EVENTS



At Jacksons Lane we have seven different spaces available to hire including our theatre, five multipurpose studio spaces and a private meeting room. The spaces are hired for a variety of purposes including classes and workshops, rehearsals, performances, and private functions and events.

Studio One (below) is our largest space and is one of the largest rehearsal/event spaces in north London. In this space we host a variety of bookings throughout the year including weddings, corporate away days and rehearsals for large productions.

Our class and course programme is made up of a collection of people who hire our studios at the same time each week. The activities range from children's acting and drama classes to fitness and yoga for adults. Our regular hirers also include a therapy group, a photography group and we even currently have a lightsaber sword fighting group!

Studio hires and events are not only one of the biggest contributors to our core income, but also help us to generate and expand our audiences and visitor reach with many class attendees and tutors also watching performances and becoming involved in other aspects of our work.



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JOB DESCRIPTION

Reports to	Executive Director
Hours of work:	Our core working hours are Monday to Friday 10am-4pm.
Contract period:	Permanent 4 or 5 days a week (please specify in your application which you would prefer)
Salary:	£35,000 - £38,000 pro rata
Place of work:	Jacksons Lane, Highgate, North London. N6 5AA

Main objectives of the post:

We are seeking an experienced and dedicated Finance Manager to join the team at Jacksons Lane. This role is primarily responsible for maintaining financial records, processing and reconciling transactions and managing Jacksons Lane's payroll.

You will be responsible for supporting the Executive Director and Finance Consultant in the financial management of Jacksons Lane, ensuring financial processes are upheld and maintaining the long-term financial security of the organisation.

You will form part of the Finance committee (sub committee of the board) at Jacksons Lane alongside the Executive Director, Finance consultant and trustees, and support the organisation moving forward in it's mission and in achieving it's ambitions.

Outline of Responsibilities

Software Used

- XERO
- Payroll Manager
- CAF (Charities Aid Foundation) Bank
- Elavon and Opayo merchant services

Day to day financial management

- Raise Sales Invoices
- Credit Control
- Bank Reconciliation
- Process journals
- Obtain appropriate authorisation and process weekly supplier invoice payments
- Manage and reconcile petty cash requests and staff reimbursements in a timely manner
- Processing monthly reconciliation of organisation credit and pre-paid cards
- Be the main point of contact for internal and external queries regarding the finance department
- Compile reports as required

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Payroll

- Process and pay staff salaries on a monthly basis for full-time, part-time and zero-hour staff
- Manage Jacksons Lane's pensions
- Payroll year end including issuing P60's
- Adding new starters to payroll and issue P45's for leavers
- Ensure timely payment of PAYE and NI Contributions
- Deal with payroll related queries from staff or HMRC
- Process payroll journal to accounting software

Compliance and Risk Management

- Support the General Manager and Executive Director in maintaining financial compliance
- Monitoring and managing Jacksons Lane's assets and depreciation

Account Management

- Assist with the preparation of month end and year end accounts
- Assist with year end financial audit
- Manage VAT returns

Theatre and Box Office

- Process theatre tax relief (TTR) annually
- Reconcile box office ticket sales and donations and regular giving, from Spektrix (box office software)
- Prepare and issue ticket settlements for programmed and hired shows and ensure invoices are paid promptly

General Responsibilities

- Attend staff meetings and training sessions when required
- Act as a representative of Jacksons Lane at all time.
- Act at all times in accordance with Jacksons Lane's Health & Safety, Safeguarding, Equal Opportunities & Diversity policies in addition to all other staff policies
- Carry out any other task, as may be reasonably requested by the Executive Director or Artistic Director

PERSON SPECIFICATION

Experience	Essential	Desirable
Qualified accountant with post qualification experience		X
Experience of working within a cultural or third sector organisation	X	
Experience of processing VAT returns and payroll	X	
Experience of strategic financial planning		X
Experience of risk management and depreciation		X
Experience in production budgeting and box office settlements		X
Skills	Essential	Desirable
Strong IT skills and advanced skills with Microsoft Excel	X	
Demonstrable skills with xero finance software	X	
Demonstrable skills with Payroll Manager (payroll software)		X
Knowledge	Essential	Desirable
Good understanding of business and charity finances	X	
Understanding of Arts Council England's NPO status		X
Personal Attributes	Essential	Desirable
Attention to detail and data driven approach to decision making	X	
Results focused and resilient in challenging situations	X	
Flexible, collaborative and proactive	X	
Ability to manage a busy workload and achieve deadlines	X	
Interest in arts and cultural organisations	X	
Commitment to equality, diversity and inclusivity	X	

APPLICATION DETAILS

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background and or are disabled, and who feel they meet the Essential Criteria of the Person Specification will be guaranteed an interview.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empowers parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

To apply for the role, send a copy of your CV and a short covering letter or video (MP4), to recruitment@jacksonslane.org.uk, including your full name and the job title: Finance Manager in the subject line of the email.

We would also appreciate it if you could complete an Equal Opportunities form, and include this with your application so that we can continue to monitor and increase the accessibility of our recruitment process. This form is available on our website, alongside this recruitment pack.

Application deadline:	10am Monday 26 June 2023
Interviews:	Week commencing 03 July 2023
Preferred start date:	As soon as possible

If you would like to talk to someone about the role before applying please email us at recruitment@jacksonslane.org.uk. We will respond to all applicants, and contact after the closing date to invite to interview should your application be progressed to the next round.

Interviews will take at Jacksons Lane, with questions sent out in advance to allow for some preparation. Should you have any specific requirements for the interview process, please get in touch.