Jacksons Lane  
Finance Manager

Recruitment Pack

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.

Our Artistic Work

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.

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. We have won multiple awards for this work including our highly successful production ‘Knot’ by Nikki and JD at the Edinburgh Fringe in 2019.

Our Creative Engagement Work

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.

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 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.

**Finance Manager**   
**Job Description**

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| Reports to | Executive Director |
| Hours of work: | Our core working hours are 10am-4pm.  We have a TOIL system in place |
| Contract period: | Permanent. |
| Hours of work: | 4 or 5 days per week. Please specify your preference within your application |
| Salary: | £35,000-£38,000 pro rata |

**Main objectives of the post**

We are seeking an experienced and dedicated Finance Manager to join the team at Jacksons Lane. This role is 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, a sub-committee of our board, alongside the Executive Director, Finance consultant and trustees. This group supports the organisation to move forward in it’s mission and achieve it’s ambitions.

**Overview of Responsibilities**

**Software used**

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

**Day to day financial management**

* To raise sales invoices
* Manage credit control
* Carry out 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.
* Process 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

**Payroll**

* Process and pay staff salaries on a monthly basis for fulltime, part time and zero hour staff
* Manage Jacksons Lane’s pensions
* Payroll year end, including issuing P60s to all staff
* Add new staff members to payroll system, and issue P45s to leavers
* Ensure the 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
* Monitor and manage Jacksons Lane’s assets and depreciations.

**Account Management**

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

**Theatre and Box Office**

* Process theatre tax relief (TTR) annually
* Reconcile box office ticket sales, donations and regular giving using Spektrix (Box Office software)
* Prepare and issue ticket settlements for programmed and external 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 times
* Act at all times in accordance with Jacksons Lane’s Health & Safety, Safeguarding, Equal Opportunities and Diversity policies.
* To ensure appropriate access arrangements are made, considering the provisions of the disability provisions in the Equality Act 2010.
* Carry out any other task, as may be reasonably requested by the Executive Director or Artistic Director

**Person Specification**

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| **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 |

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| **Skills** | **Essential** | **Desirable** |
| Strong IT skills, and advanced skills with Microsoft Excel | X |  |
| Demonstrable skills with XERO | X |  |
| Demonstrable skills with Payroll Manager |  | X |

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| **Knowledge** | **Essential** | **Desirable** |
| Good understanding of business and charity finance | X |  |
| Understanding of Arts Council England’s NPOs |  | X |

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| **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 empower 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 10:00am on Monday 26 June 2023**

**Interviews Week commencing 3 July 2023**

**Preferred start date As soon as possible**

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 se get in touch.