

belarus **FREE** **THEATRE**



Finance Manager Candidate Pack

Alternative versions such as an Audio version can be provided on request.

Contact: Recruitment@counterculturellp.com

About us

Belarus Free Theatre (BFT) is the only theatre in Europe banned by its government on political grounds. It was founded in 2005 in Minsk under Europe's last surviving dictatorship, and marked its 15th anniversary in 2020.

BFT is more than a theatre: alongside exploding taboos on the world stage, BFT has pioneered an award-winning global model of activism that unites artistic, geopolitical, environmental and human rights concerns, using theatre as the catalyst for social change. Described by The New York Times as, "one of the bravest and most inspired underground troupes on the planet", BFT has originated some of the world's most provocative and breathtakingly physical theatre - 50 brand new productions performed in more than 40 countries.

Since 2011, BFT has created award-winning theatre at-distance between London, home to co-founding Artistic Directors, Natalia Kaliada and Nicolai Khalezin, and Minsk, where their 20-strong permanent ensemble campaign, educate and perform every single day of the year. Awards include the Human Rights Prize of the French Republic (2007), the Atlantic Council Award (2011) and Vaclav Havel Prize for Creative Dissent (2018).

Natalia Kaliada and Nicolai Khalezin originated the Free Belarus Global Artistic Campaign and played a leading role in imposing targeted sanctions against Lukashenko and his regime in 2011 that led to the release of political prisoners in Belarus. Following the forced relocation of the company from Belarus caused by the regime's crackdown on pro-democracy organisations and the associated risks to the personal safety of the staff, Belarus Free Theatre has become a truly international company with ensemble members residing in the UK, Poland and Ukraine.





"The tireless Belarus Free Theatre, in short, is more than a theatrical marvel. It is, arguably, a theatre of firsts: the first contemporary company to survive, function and flourish both in exile and at home, despite repression; the first to rely on the Internet to direct and create its art; the first to campaign globally for human rights as well as basic artistic freedom; the first to perform before the U.K.'s Parliament."

"American Theatre"

Welcome from our Executive Directors and Board of Trustees

We are delighted you are interested in the role of Finance Manager at Belarus Free Theatre (BFT). This is a newly created role developed to support our Executive Directors to deliver the extraordinary work of BFT.

2023 saw a relocation of BFT to Somerset House, London and the UK office now solely coordinates all the charitable activities in the UK and around the world. BFT premiered its first ever opera production "King Stakh's Wild Hunt" featuring acclaimed actors, opera singers and musicians from Belarus and Ukraine, many of them political refugees from war or dictatorship.

BFT's education work, like our company, sits at the intersection of theatre and activism. We focus on sharing real stories and testimonies as a powerful tool encourage young people, teachers, artists and activists to find their own voices, develop deeper social and political engagement and mobilise the power of art for social change.

Our future is exciting, and we welcome applications from those who would consider playing an integral role in ensuring our aspirations and potentials are realised.

We look forward to hearing from you

Mark Ball
Chair of Trustees

About the role

Job description

Job title	Finance Manager
Salary	Up to £45,000 per annum dependant on experience
Reports to	Executive Director
Manages	No line management responsibilities
Location	Hybrid- X days in office based at Somerset House, London WC2R 1LA
Hours	10.00am - 6.00pm, Monday to Friday Permanent full-time position
Benefits	20 days holiday (bank and public holidays in addition) rising to 25 days after 2 years of service Pension Scheme: 3% employer contribution (employee contribution 5%)
Additional information	Probationary period: 3 months Notice period: 2 months

Purpose of the role of Finance Manager

The Finance Manager is responsible for the day to day operation, accuracy and integrity of the financial accounting systems within the organisation. They are responsible for producing monthly accounts, undertaking variance analysis and implementing financial controls. They will work with the Executive Director.

The post holder will have ambition and enthusiasm to drive change in the department to meet the needs of an evolving organisation.



Responsibilities

Management and control of the finance function, completion of all finance tasks including financial and management accounting.

Financial Planning

- Work as necessary with the Executive Director in drawing up annual company budgets, production budgets, annual operating plans and cash-flows, and long-term financial planning.

Monthly Management Accounts

- Report against annual budget on a monthly basis.
- Accuracy and completeness of data input
- Maintaining Purchase ledger and supplier information.
- Supplier payments.
- Petty cash payments, control, reconciliation and filing.
- Assisting on the export and creation of financial reporting.

Reporting and Accounts

- All financial accounting duties.
- Production of draft Monthly Management accounts for the Belarus Free Theatre.
- Balance sheet and control account reconciliation, preparing draft TB, reconciliation of income from productions, members and individual givers, sponsors, other sources of income. Bank reconciliation.
- Foreign exchange reconciliation.
- Prepare draft production accounts at the end of each show.
- Work with budget holders to keep monitoring systems up to date, ensure accuracy and completeness of records, identify variances and discrepancies.
- Draft Theatre Tax Relief returns.

Annual Audit

- Overseeing the preparation of the annual audit pack and the statutory audit process.
- Management of the annual audit, liaising with BFT's auditors.
- Preparation of fixed asset schedule, payroll and VAT reconciliation.
- Reconciliation of all balance sheet control accounts.
- Preparation of draft annual accounts (Management accounts).
- Ensure compliance with all reporting obligations including Companies House and Charity Commission.

Payroll and Pensions

- Prepare monthly payroll, cross-check payroll is prepared correctly with line manager. Variance analysis payroll vs salaries budget.
- Ensure compliance with payroll legislation and that adequate operating systems are in place
- Key contact with pensions providers.
- Preparation of calculations relating to Foreign entertainers.

General

- Implement Financial Controls across the organisation, plan and undertake internal audits as required.
- Monitoring bank accounts, balances, preparation of inter-bank transfers to maximise interest from cash resources.
- Any other financial duties as required by BFT.

Person Specification

They will be a good communicator, with the ability to work with a range of staff across all departments, have excellent analytical and spreadsheet skills, hands on experience as well as a formal accounting qualification (or part qualification) such as AAT or ACCA/CIMA.

Essential

- Full or part qualified ACCA/CIMA (or equivalent)
- Experience of Sage Line 50 and Sage payroll
- Excellent and proven IT skills including excel (vlookup, pivot tables etc)
- Accounts preparation to TB and Management Accounts
- A proven track record of managing finance in a small to medium sized organisation
- An understanding of Charity VAT, TTR and PAYE
- Experience of Charity Accounts and SORP
- A good communicator and advocate for the department
- Enthusiastic team player and internal communicator
- Efficient and methodical
- Accuracy and attention to detail
- Responsible and reliable
- Ability to work across tight deadlines and manage a diverse workload

Desirable

- Experience of dealing with transactions in other countries
- Experience of production and or project accounting
- Experience of charity and/or arts environment
- Experience of preparation of quarterly VAT return including partial exemption calculations
- 3 years managerial or supervisory experience in a similar organisation
- Interest in theatre



Working at Belarus Free Theatre

Belarus Free Theatre is more than a theatre. It spreads throughout continents performing astonishing shows and provoking cultural and political change. To make it possible we've got an amazing professional team which doesn't prevent us feeling more than just coworkers but as a family.

Equality, access and diversity

We want to create and sustain a productive, diverse and inclusive working environment, reflecting the communities and audiences that we are part of and we ask everyone who works with us to champion this ambition and embed it in their day to day work. This is monitored through our Equality Policy and tracked in our annual action plan.

Environmental sustainability

We aim to be an environmentally sustainable organisation, and ask that our all our teams work in accordance with this. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

How to apply

Write a 1 page supporting statement, or record 5 minutes of audio or video, telling us why you fit this role.

Click this [LINK](#) to

Upload your recording/supporting statement and a short CV
Fill in our monitoring form [HERE](#)

The supporting statement should set out:-

- Why you want to work at Belarus Free Theatre
- What experiences and skills do you have that illustrate your suitability for the role of Finance Manager.

Please include contact details in your CV or supporting statement.

You should explicitly address the criteria set out in the role description and person specification when preparing your statement.

Got a question? Email: Recruitment@counterculturellp.com

Need another format? Email: Recruitment@counterculturellp.com

This candidate pack is available to listen to as an audio recording, Alternative formats can be provided on request.