

# Recruitment Pack

## FINANCE CO-ORDINATOR



February 2023

## About The Roses

**The Roses** is a vibrant 367 seat, mixed arts centre in Gloucestershire, and the largest cultural organisation in the Borough of Tewkesbury. It welcomes around 80,000 visitors every year and provides a unique cultural offering to the local community and tourists visiting the medieval market town of Tewkesbury.

The Roses has been home to a world of possibilities since it first bloomed in 1975. Today we stand tall as a thriving destination for entertainment — a fun, eclectic and thought-provoking mix of live theatre, music and cinema for all to enjoy. Our doors are always open, and there's a comfortable seat and a friendly welcome for everyone that spends time with us.

Our reputation for providing a home away from home is what sets us apart. Everything we do is geared towards creating an easy, relaxing, and generous environment for our audiences to enjoy.

We are rooted in our community. We invite, excite and nurture through an evolving programme of events, activities and festivals. We give people access to a colourful spectrum of entertainment and culture right on their doorstep, encouraging active participation at every opportunity.

**The Roses is a place to be entertained; to create and innovate; to learn, grow and flourish; and to be together.**

## A Centre For Community Creativity

The Roses is a recognised centre for arts participation serving audiences across Gloucestershire and South Worcestershire, with a specific focus on serving under-represented groups and areas of low engagement. Initiatives include:

- The 2022 launch of a new community and participatory department, **Get Creative**, supported by Tewkesbury Borough Council
- **Roses Young Creatives** – a weekly club for 8–21 year olds for budding theatre, film, music and game-makers. Our flagship participatory programme.
- **Feel Good Digital Festival** – a digital and in person participatory programme of free workshops, masterclasses and creative groups that runs every October. It has provided paid employment to over 30 local creative and arts freelance practitioners.
- One of 10 UK cinemas selected to take part in the **BFI Young Audience Generator**, a year long participatory initiative in 2021/22 engaging young people in programming and experiencing British & Independent cinema.
- Weekly & monthly **creative groups** including Tewkesbury writers group, Roses Choir, Youth Theatre, weekly knitting & painters group provide vital social and creative activities every month to over 200 older people.
- Engaging Younger Audiences Project - a new programme of facilitated marketing & programming workshops for 14–25 yr olds that will contribute to organisational development & rebuilding marketing infrastructure.
- A **volunteer** scheme with 103 active participants – the volunteer scheme provides a vital social lifeline to many of those involved, particularly over-70s experiencing isolation
- **Your Future** - a creative workshop project aimed at families who have experienced domestic abuse supported by the Big Lottery Fund, Tewkesbury Borough Council, Gloucestershire County Council.



## Mission

The Roses is the cultural heart of Tewkesbury and the surrounding areas, and is a community resource that aims to create change in 4 areas:

1. A place to be entertained: we bring joy to people's lives
2. A place to create and innovate: we strengthen the local cultural ecology through innovative activities, partnerships & networks
3. A place to learn, grow and flourish: we support life-long creativity, nurturing and enabling creativity and wellbeing from birth to death. We are also passionate about developing a diverse, dynamic and talented workforce that delivers high quality work, including local & visiting freelancers, programming partners, and volunteers
4. A place to be together: we are an inclusive, warm and friendly venue, the proud cultural heart of our town and place, with a deep commitment to ensuring everyone is welcome



The Roses takes a person-centred approach that interrogates how all areas of the Roses programming works collectively as a 360 degree offer to support individuals and the community's cultural and creative life in a way that is relevant, responsive, engaging and nourishing.

## Organisation

The Roses Theatre Trust is a company limited by guarantee and a registered charity. The business restructured in 2022 to create 2 trading subsidiaries to support income growth: Roses Productions Ltd, which processes The Roses' self-producing arm, and Roses Trading Ltd, its food and drink retail business. Group turnover is approx. £1.3m a year. Responsibility for governance of The Roses Theatre Trust rests with the Board (currently 9 Trustees). The Theatre Director is the chief executive responsible to the Board for the artistic programme, the financial outcomes, and the management of the organisation. The Roses employs 25–30 people on a regular basis. Our staff play an important role as a successful and committed team, within which personal development is encouraged and from whom input on all aspects of the theatre is valued.

We would not be able to maintain the high standards of customer care for which we are renowned without our volunteers, a group of over 50 people of all ages who give up their time to steward all performances, help with participatory activities, fundraise and generally make a visit to The Roses a smooth and enjoyable one.

In 2023, the organisation will launch a new website and refurbish its Front of House facilities to include an expanded food and drink offer, and a new screening studio.



# Finance Co-ordinator

## JOB DESCRIPTION & PERSON SPECIFICATION

### Job Description

The Finance Co-ordinator is a new role to support the rapid growth of the Roses charity and its trading subsidiaries. It will support financial and human resources administration across all 3 businesses, in a busy and dynamic role.

**Reporting to:** The Finance Manager

**Working with:** The Finance Administrator

## RESPONSIBILITIES

### Finance Responsibilities

- Daily processing of purchase invoices
- Set up of in-house payroll processing
- Preparation, processing and recording of monthly staff salaries
- Administration of pension scheme payments
- Identification of accruals and prepayments each month
- Preparing payment runs weekly for sign off by finance manager
- Ensuring authorisation and coding of invoices in line with company coding structure
- Ensuring receipts for company debit card payments are submitted
- Recording and coding petty cash expenditure, and processing of staff expense forms
- Reconciling the petty cash float and preparing postings to the finance systems
- Reconciliation of floats
- Assisting with balance sheet reconciliations
- Assisting with the production of monthly management accounts
- Undertaking other finance administrative tasks and general support to the Finance Manager as required
- Administering timesheets
- Manage the staff holiday calendar

**This job specification reflects the core activities of the post and is subject to change and development as the theatre develops its activities and business. Therefore we expect the post holder to adopt a flexible approach to their role and undertake new relevant training when necessary.**

## PERSON SPECIFICATION

**We are looking for a friendly, highly organised and methodical individual with excellent communication skills. We are particularly keen to hear from people who are adept at developing systems and processes to support the Roses continuous improvement of its business systems.**

### Essential

- Book-keeping and financial administration
- Experience of digital accountancy software ie Xero
- Payroll processing
- Experience and understanding of business systems and processes
- Excellent communication skills

### Desirable

- Interest in the arts
- Staff contracting or similar contracting experience
- Experience of updating, implementing and developing HR and/or financial processes

## TERMS

<b>Hours:</b>	24 hours per week (3 days)
<b>Pay:</b>	£23,000 pro rata
<b>Benefits:</b>	Pension, 50% discount on café / bar
<b>Holidays:</b>	Pro rata 28 days per annum including Bank Holidays
<b>Contract type:</b>	Permanent
<b>Probation:</b>	3 months
<b>Notice period:</b>	1 month

### How To Apply

To apply for the role please email your CV and a covering letter in written, video or audio form (whatever works best for you) to **[jacqui.hicklin@rosetheatre.org](mailto:jacqui.hicklin@rosetheatre.org)** by 6th March 2023. If you would like additional access support to make the application, please email Jacqui or call on 01684 295074.

