

FINANCE DIRECTOR APPLICATION PACK



BA (Hons) Professional Dance
Josh Tomlin

PERMANENT, 0.8 FTE
Salary: £40,000-£44,000
(based on full time salary of £50,000 - £55,000)

INTRODUCTION

Thank you for your interest in this opportunity.

This is an exciting time to join Dance City, as we celebrate our 40th anniversary and look to the future.

We're looking for someone who can help us to fulfil the vision, mission and charitable objects of Dance City by:

- delivering high quality financial management
- ensuring robust financial data and systems
- supporting the wider Dance City team.

You will be a key point of managerial and operational contact for colleagues and Board of Trustees, as well as external partners and customers. Your work is central to the organisation's success.

Our mission is to ensure the North East is the best place to dance and experience dance. You'll work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt
Artistic Director
& CEO

ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

A Theatre Dedicated To Dance

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

Dance For Every Body

We offer over 70 public classes a week in all forms of dance, from ballet to street to Bollywood.

Dance Careers Start Here

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

Dance Careers Thrive Here

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the north east free daily dance classes, commission opportunities, CPD, free studio space and much more.

Communities Dance With Us

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.



FINANCE DIRECTOR

JOB DESCRIPTION

CONTRACT:

Permanent

PROBATIONARY PERIOD:

Six months

NOTICE PERIOD:

1 week during probationary period, 3 calendar months on satisfactory completion of probationary period

OVERTIME:

Overtime is not paid. Time off in lieu (TOIL) may be taken for any extra hours worked, as authorised by your line manager

SALARY:

£40,000-£44,000 (based on 1.0FTE
£50,000 - £55,000)

LOCATION:

Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

HOURS:

0.80 FTE: 32 hours per week, with some evening and weekend working

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the CEO

ORGANISATION DIRECTIVES

- DBS required: No
- Budget Holder: Yes
- Line Manager: Yes, when required
- Duty Manager: Yes
- Fire Warden: Yes
- Safeguarding Officer: Yes
- First Aider: Yes
- On Call Rota: Yes
- Senior Leadership Team: Yes

Finance Director Specific Duties and Responsibilities

Primary Duties:

- Providing leadership and management to further the organisation's vision and mission and create an inspiring, inclusive and rewarding performance-oriented culture
- With the CEO and Executive Director, set annual budgets, ensuring sufficient resource is available to deliver all Dance City activities
- With the CEO and Executive Director, producing and implementing plans for income generation, through fundraising, earned income and other sources including bringing an entrepreneurial perspective to the business
- Leading on all financial strategy for the organisation
- Working closely with all staff to deliver effective and efficient financial management and support across the organisation to develop, administer and monitor all budgets and forecasting work, e.g., cashflow forecast
- Leading on all financial administration including Xero, Sage Payroll, assisting colleagues with budget management and reporting of income and expenditure
- Managing the production of month end, quarterly and annual management accounts and reports
- Undertaking pay reviews and implementing any changes as approved by the Board
- Liaising with customers, suppliers, and stakeholders, ensuring excellent credit and debtor control
- Working with the Senior Fundraising Manager and other colleagues as required in the timely submission of claims regarding funding received and evidencing compliance of activity, expenditure and outputs by regularly updating audit folders
- Preparing for audit and fully supporting the audit process
- Submitting Gift Aid claims
- Maintaining asset register
- Maintaining records of procurement and supplier register
- Ensuring Financial Policies and Processes are implemented and improved

General administration

- Managing the day to day operations and activity of the department/function
- Leading on complex scheduling using in-house software and MS Office 365
- Leading department/function meetings
- Representing the department/function at internal meetings
- Leading internal working groups
- Managing specific meetings/events for the department/function and delegating tasks as appropriate
- Identifying areas for improvement, revision or change within the department/function and raising with other Executives
- Deputising for other Executives at internal meetings including making decisions or agreements

Communication and customer service:

- Managing customer enquiries at the Ticket Office, face to face and via phone and email.
- Managing escalated customer enquiries from the Ticket Office, face to face and via phone and email, taking an organisational lead on any challenging issues.
- Ensuring high quality and accurate communications from the department/function
- Leading the strategy for department/function communications
- Developing and maintaining positive relationships with individuals and organisations, key funders, relationship managers, stakeholders, students/parents, etc.

Building and facilities management

- Setting high standards of building presentation
- Undertaking specific building duties
- Ensuring facilities tracker is used for building issues

Health and safety

- Ensuring Health and Safety compliance of the department/function
- Carrying out risk assessments
- Ensuring that staff have required training to safely undertake work
- Manage working patterns to ensure safe working

Financial

- Managing the organisation's budget; monitoring and report as per Dance City finance structure
- Reporting on income/expenditure and responsible for ensuring accurate recording within the department/function
- Meeting with the CEO on a monthly basis
- Approving department/function spend: invoices, petty cash, prepaid cards
- Ensuring compliance of the department/function with financial processes; that work is undertaken to the appropriate standard and with appropriate checks in place
- Supporting organisation with finance review processes, funding application budgets and budget monitoring and evaluation
- Contributing to funding applications as required
- Supporting income generation strategy within the department/function and wider team as appropriate
- Implementing any approved income generation processes within the department/function
- Managing contracting and procurement for the department/function

HR

- Committing to the appraisal process and to their own personal and professional development
- Managing compliant recruitment processes for the department/function.
- Managing staff inductions e.g., orientation, initial training on Dance City software and databases
- Identifying training needs within the department/function and implementing activity
- Supporting other Managers, Senior Managers and Executives with HR processes across the wider team as required
- Knowledge and commitment to Equality, Diversity and Inclusion and Anti-discrimination

Data and IT

- Ensuring that data is managed appropriately and securely
- Reviewing databases and systems to ensure GDPR compliance in the department/function
- Supporting the creation of data collection surveys/forms
- Leading data review and analysis for presentation and evaluation
- Supporting data collection for external evaluation, e.g., Arts Council England
- Undertaking high level evaluation and report writing for example, Arts Council NPO and funders
- Raising any data compliance issues or concerns immediately and in line with Dance City policy
- Adhering to strict confidentiality and not divulging to anyone personal and/or confidential information to which they may have access during the course of their work

Governance

- Acting as lead staff representative on relevant Committees
- Leading preparation of reports for Board and Committees meetings
- Leading on defining and ensuring quality assurance requirements are upheld
- Responsible for policy and procedure compliance within the department/function across all activity

Strategic Contribution and Management

- Leading the overall department/function
- Leading on the development of strategy and programmes
- Supporting review of Business Plan and future strategy
- Leading on longer term projects as required
- Line managing staff, when required.
- Managing, delegating, and tracking multiple pieces of work within a dynamic environment to meet deadlines and Dance City's objectives
- Deputising for other Managers, Senior Managers, and Executives

General Duties and Responsibilities:

Communications

Employees will actively participate in team meetings, formal and informal, use communications channels respectfully, be responsive to requests from other members of the team, and liaise with managers, trustees and stakeholders as appropriate.

Sustainability and Ethical Practice

Dance City is committed to becoming carbon neutral and to ensuring the highest standards of ethical practice. Employees are required to demonstrate support for these principles.

Financial Management

Employees have a responsibility to be familiar with Dance City's Financial Policies and to adhere to them.

Health and Safety

Employees have a responsibility to be familiar with Dance City's Health and Safety Handbook and to adhere to all procedures contained within it.

Quality Assurance

Employees have a duty to contribute to continuous improvement in all aspects of the organisation.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE:

- Proven experience as director of finance or similar role management position
- In-depth knowledge of corporate and charity finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS Office and financial management software (e.g. Xero, Sage)
- Relevant qualification in accounting and/or finance
- Experience of enabling good organisational governance and working with trustees
- Excellent communication skills, written and verbal
- Ability to think strategically, form partnerships and represent the organisation.
- The ability to multi-task within agreed timelines in a constantly dynamic environment
- Proven track record of effective project monitoring, evaluation and report writing
- Working with multiple stakeholders and understanding the needs of complex cultural, social and economic agendas

CHARACTERISTICS:

- Ability to lead, motivate and inspire teams of people
- An analytical mind with a strategic ability
- Excellent organisational and leadership skills
- Innate attention to detail
- A positive attitude with a high level of self-motivation and ability to work on your initiative
- Fearlessness and the ability to manage risk.
- Commitment to ongoing CPD
- Ability to work in a changing and flexible organisation
- A commitment to artists and the development of art for our communities.
- Ability to build rapport with people from all backgrounds, of all abilities, and of all ages
- An understanding and commitment to equality, diversity and inclusion and antidiscrimination

HOW TO APPLY

Please send a CV and cover letter to Anand Bhatt,
CEO and Artistic Director:
anand.bhatt@dancecity.co.uk, by **12 noon on
Thursday 19 June 2025**. In your cover letter please
demonstrate how you meet the person specification.

Interviews will be held at Dance City on 26 June.



Please note that any offers of employment are subject
to two satisfactory references, of which one must be
from a current or most recent employer. Evidence of
right to work in the UK is also required.

If you require this information in a different format, or
would rather submit a video or audio file, please let
Anand Bhatt, CEO and Artistic Director, know and we
can enable this to happen.

Dance City actively encourages applications from
those with less visibility in the arts. We specifically
welcome applications from women, disabled people
and those from Black, Asian, ethnically diverse,
LGBTQ+ and international backgrounds with the right
to work in the UK.

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