

# CURVE

## Job Description Person Specification

**JOB TITLE:** Finance Director

**DEPARTMENT:** Finance

**REPORTING TO:** Chief Executive Officer

---

## POSITION SUMMARY MAIN JOB FUNCTION

Reporting to the CEO, the Finance Director will be accountable for the financial and operational sustainability and efficiency of Curve, ensuring all regulatory and statutory requirements are met and financial controls are in place across all areas of the business.

---

## RELATIONSHIP/POSITION IN THE ORGANISATION KEY WORKING RELATIONSHIPS

CEO, Executive Team, Senior Management Team, Leicester Theatre Trust Chair, Leicester Theatre Trust Board, Finance and Resource Committee, Health and Safety Committee. External auditors. Line management responsibility for Senior Finance Manager and Head of Hospitality and Operations.

---

## JOB DESCRIPTION MAIN DUTIES

### *Leadership and Governance*

- Provide strategic leadership for finance, operations and hospitality and ensure all departments are staffed and resourced to a consistently high standard.
- As part of the Executive Team, develop and deliver business strategies for Curve in line with the Theatre Plan and funder requirements.
- Oversee the work of the Senior Finance Manager and Head of Hospitality and Operations and foster a culture of positivity, ensuring the theatre's Dignity at Work Policy is always adhered to.
- Ensure financial obligations of the theatre are adhered to and the legal obligations relating to the activities of the finance, operations and hospitality departments are met.
- Provide regular business reports for the LTT Board, Curve Productions Ltd Board and Finance and Resources Committee.
- Ensure all reporting obligations for our principal funders (Arts Council England, Leicester City Council) are met and are both on time and accurate.



RUTLAND STREET, LEICESTER LE1 1SB  
ENQUIRIES: 0116 242 3560 TICKETS: 0116 242 3595  
WWW.CURVEONLINE.CO.UK

Leicester Theatre Trust Limited  
Registered in England 00772280  
Registered Charity 250708  
VAT registered 212580047



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



- Ensure well-organised administrative systems are in place across the organisation and all KPI data is accurately captured.
- Oversee all commercial contracts for facilities, hospitality and operations and manage contracts to ensure delivery and service is maintained, holding service providers to account.
- Provide strategic business support to the CEO to maintain financial credibility with the Board and stakeholders.
- Establish strong working relationships with external partners and all departments within Curve.
- Oversee the management of Curve's Risk Register, ensuring all risks are captured, monitored and robust mitigation plans are in place.

### ***Financial***

- Lead Curve's financial function, demonstrating excellent budgetary control procedures and ensuring financial disciplines are adhered to and Curve meets all legal obligations.
- Oversee the annual audit process and coordinate the preparation of the Trustee report and accounts.
- Ensure the organisation's financial systems, controls and policies are fit for purpose and being adhered to by all departments.
- Oversee the production of timely and accurate management reports (including KPIs) and provide analysis / interpretation to support individual budget holders in meeting their operational objectives.
- Oversee the cash flow to ensure Curve has adequate funds to meet its day-to-day operational obligations, and its long-term aspirations.
- Develop reporting and forecasting mechanisms that allow the CEO to anticipate potential shortcomings and recommend corrective actions as appropriate.
- Complete quarterly VAT returns and year-end adjustments/ calculations and ensure the VAT-status of the theatre informs financial decision-making.

### ***Operations and Hospitality***

- Oversee the management of the Head of Hospitality and Operations and ensure building operations are staffed and resourced to a consistently high standard and excellent customer service is delivered.
- Oversee the theatre's hospitality and events provision and support the Head of Hospitality and Operations in developing strategies to increase income and financial return.
- Ensure hospitality and ancillary income targets are met and identify opportunities for growth.

### ***General***

- Be an ambassador and advocate for Curve and promote Curve's company values and behaviours.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.

- Comply with and uphold the principles of relevant legislation and company policies and procedures.
- Undertake any additional tasks as may reasonably be required from time to time.

The postholder will be required to work from the theatre in Leicester. It is a requirement of Curve that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

---

## **PERSON SPECIFICATION**

**Core: The successful candidate will meet the majority of these requirements**

### **Experience**

- Leadership experience across a full range of business functions and systems, including strategic development and planning, budgeting, finance and business analysis.
- Experience working in a senior role, managing or overseeing the financial function of a similar sized organisation with demonstrable experience of setting, monitoring and reviewing financial controls.
- Experience in procurement, tendering and contract negotiation.

### **Skills**

- Thorough understanding of all financial regulatory and statutory health and safety requirements.
- High-level business acumen, problem solving, project management and creative resourcefulness.
- Current knowledge of financial reporting, tax, and PAYE.
- Exceptional talent for managing multiple projects concurrently and solving complex problems.
- Exceptional people management and team leadership skills; ability to use a number of leadership styles effectively.
- Exceptional communication skills - presentation, written and verbal.
- Evidence of ability to consistently make good decisions through a combination of analysis, experience and judgment.
- Ability to develop robust business and strategic plans.
- Ability to delegate whilst maintaining personal responsibility.
- Ability to work under pressure and to deadlines.
- Ability to influence and gain commitment from colleagues, peers and the team with the ability to create strong professional relationships with stakeholder organisations.

### **Education, Training and Qualifications**

- Degree level qualification or equivalent.
- CCAB Qualified Accountant.

### **Personal Attributes**

- An interest in theatre.
- An authentic leader with Integrity and honesty.

- A commitment to championing diversity at every level of the organisation with a knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds.
- A commercially minded person with ability to encourage ambition, innovation and a culture of entrepreneurialism whilst managing risk.
- A strong team player and communicator, who will work in partnership with other senior managers to achieve joint objectives.
- A commitment to achieving high standards with the resources available.
- Flexible approach to working, including the ability to work unsocial hours.
- Commitment to the work of the theatre.
- An action-oriented person who enjoys working hard and looks for challenge.

**Desirable: the successful candidate should meet some of these requirements**

- Experience, or understanding of, working within a cultural organisation, leisure, tourism and/or the charity sector.
- Experience in driving secondary income streams within a theatre, leisure or visitor attraction environment.
- Experience of undertaking Company Secretary duties within a charity setting.
- Knowledge and understanding of company and charities law and VAT exemptions for culture.

---

## **SUMMARY OF TERMS**

<b>Contract</b>	Permanent, full-time
<b>Salary</b>	Up to £60,000 pa
<b>Probation period</b>	Six months, with one month's notice
<b>Notice period</b>	Three months on both sides
<b>Pension</b>	Company auto-enrolment scheme
<b>Holidays</b>	25 days plus statutory Bank Holidays

---

## **HOW TO APPLY**

Please send a CV and covering letter stating why you think you are suitable for the job and how your experience matches the Job Description and Person Specification to Heather Newill, Director AEM International, at [hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk).

Deadline for applications: **Friday, 11<sup>th</sup> June**

All applications will be acknowledged.

---