



## **FINANCE DIRECTOR VACANCY (Trustee position)**

**ALTRINCHAM GARRICK THEATRE**

**Barrington Road, Altrincham**

**Email applications: garricktrustees@gmail.com**

**Telephone: 07736 053 200**

**Closing date: end of 31<sup>st</sup> August 2022**

**“What gives our dreams their daring is that they can be realised”**

This was the call to arms for the Garrick Theatre to be built in the 1930s. Now this is the call to arms for the Garrick to evolve and innovate for the next 100 years. Our founding members have left us an extraordinary legacy and we have bold ambitions for our future. We are in touch with our past and ready for our future. Great theatre is just around the corner.

The Garrick Theatre comprises a 400 seat auditorium with flexible use as a theatre, cinema, and concert venue and a 50 seat studio performance space. Alongside these are multiple rehearsal spaces and a cafe bar.

The Garrick Theatre is a registered charity and a company limited by guarantee and overseen by a non-executive Board of Directors. Our annual turnover is approximately £500k and our work is funded through fundraising income, generous individuals and donations, box office income, drama school, and other earned income including bars, and events. To achieve our aims we need to ensure our management and leadership structure and team is strong and capable of delivering against the theatre’s mission and vision.

Following a strategic review of the theatre into all areas, the Garrick Theatre appointed both an Artistic Director and an Operations Director to manage and lead the Theatre day to day working alongside our talented staff and volunteers. We are now seeking to strengthen and expand our non-executive Board with the appointment of two Trustees; in Finance and Marketing, to join the Board and work closely with our existing Board and management team to support the delivery of our legacy ambitions.

### **ROLE SPECIFICATION**

#### **Finance Director**

- Work with the Board, Accountants, and Artistic and Operations Directors to become familiar with the work, finances, vision, and mission of the Garrick Theatre
- Advise and work hand-in-hand with the Board on the current and forecast financial position and on the actions required to ensure sustainability, ensuring the Board has appropriate knowledge and understanding of the organisation's financial position

- Ensure the Garrick Theatre has adequate and appropriate financial procedures, risk assessments and safeguards in place, being aware of risks and raising potential issues
- With the Board and management team, ensure the artistic programme of the Garrick's own offering is adequately budgeted for, the plans remain within the budget, and the artistic programme generates sufficient income
- Drive fundraising, applications and budgets, actively establishing partnerships with third parties, and proactively driving, sponsorship and fundraising
- Manage our relationship with the Charity Commission
- Assist with producing and presenting annual budgets to the Board
- Take an active part as a non-executive Director on the Board and contribute to all Board discussions and decision making, preparing for and attending Board meetings and other meetings as appropriate

### **Person Specification**

The successful candidate for this role will hold ACCA or CIMA qualifications and ideally have experience of producing and overseeing the finance function of charities. You will be experienced in interpreting the figures and advising a Board and management team, balancing the need for financial operational leadership with a governance role and approach. Experience of developing cohesive processes within finance that both support and safeguard the financial health of the organisation would be a distinct advantage.

In addition to these finance and financial management skills, you will have a passion and love for the arts and for the work and ambition of the Garrick Theatre across our community.

### **TERMS & CONDITIONS**

Hours: Varies to include attendance at fortnightly Board Meetings

Salary: Non-remunerated

### **Application Process**

We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from backgrounds currently under-represented on our board (Black, Asian, and Minority Ethnic and LGBTQ communities, women, younger people and those with disabilities).

CV and statement detailing how you fit the role to be submitted by the closing date.

If shortlisted, selection process will be panel interview and presentation in one session, presentation title to be given at shortlisting confirmation.

Panel will consist of Board Members, Theatre stakeholder(s), External advisor(s)

Email address [garricktrustees@gmail.com](mailto:garricktrustees@gmail.com)

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All applications will be held in the strictest of confidence.