



The Paper Birds



Finance Manager

Recruitment Pack

July 2022

Who We Are

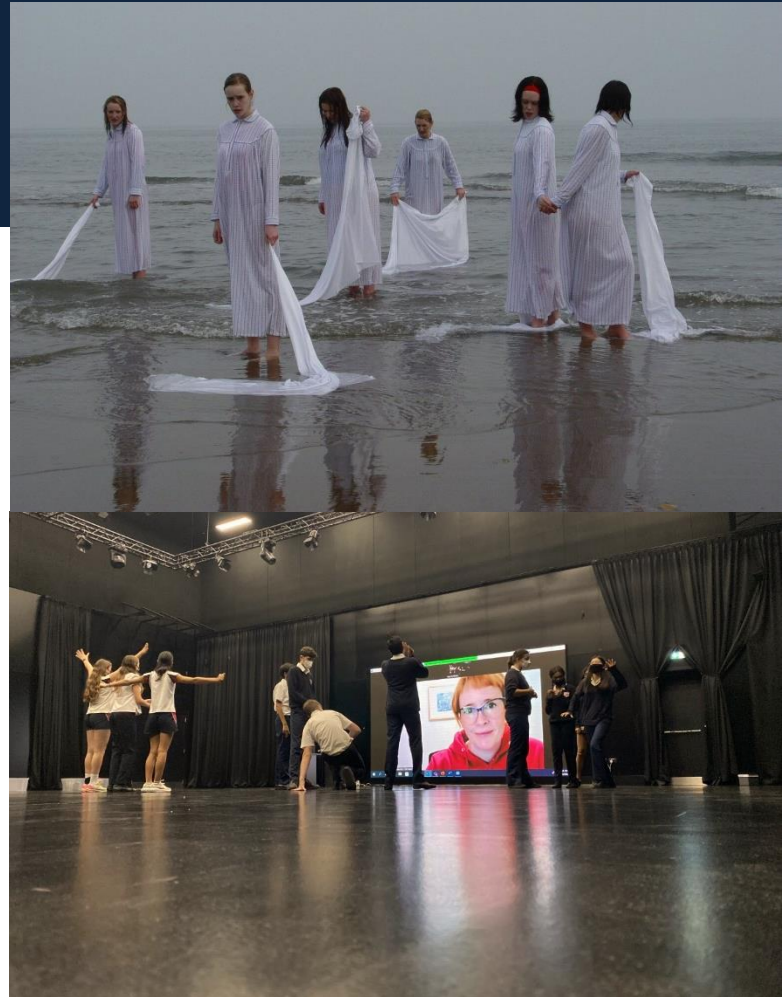
The Paper Birds are leading British theatre practitioners, with a social and political agenda. We create participatory theatre for social change and are known for our innovative use of verbatim.

We are artists, investigators, entrepreneurs, and educators. We have produced 13 shows and won 5 awards since our inception in 2003, including a Fringe First for innovation in new writing. We have an artistic and a participative programme and nurture both equally.

You can find out more about us by looking at our website and also watching this short film <https://www.thepaperbirds.com/whoweare/>

The Paper Birds are in a strong strategic position as we emerge from the pandemic.

As a result of COVID our business model has changed: our entrepreneurial spirit saw the company make a huge success of successive lockdowns via digital work. We now have a large digital following and our earned income has increased significantly due to our digital participation programme. We have moved our base from Leeds, and since 2021 we have officially been based in Essex. We have just undertaken a period of organisational development and have just submitted an application to Arts Council England to join their National Portfolio of funded organisations for 2023-26.



Who We Are Looking For



As a result of the growth in the company over the last few years, and our recent organisational development activity, we have recognised the need for a dedicated Finance Manager to join our team.

We are looking for a dynamic individual who has experience of working with small companies and/or charities, an interest in the arts, and relevant financial knowledge. The ideal candidate is someone who is a strong team player, has an ability to look at the macro and micro picture simultaneously and who is keen to make a difference.

Job Description



Objectives and Responsibilities

- 1.** To support the Executive Producer in ensuring the good management of all aspects of The Paper Birds' finances.
 - 2.** To be responsible for the financial reporting to the Trustees, supported by the Executive Producer.
 - 3.** To support the Executive Producer to ensure that The Paper Birds' obligations to Funders, Companies House and the Charity Commission are met.
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Duties:

- 1.** To support the Executive Producer in ensuring the good management of all aspects of The Paper Birds' finances.
 - i. Keep accurate and timely records of all incoming and outgoing financial transactions.
 - ii. Take an overview of all payments for services provided by contractors, suppliers, artists and clients, and the payment of any taxes (including VAT), rates, rents, PRS and licence payments by the deadlines required by law or contracted agreement.
 - iii. Ensure monies received agree with amounts posted to the accounts and are banked in accordance with deadline and insurance procedures.
 - iv. Support the Executive Producer to manage The Paper Birds' cashflow.
 - v. Supervise all bank or other accounts held in the name of the company.
 - vi. Ensure all direct debit instructions are processed and collections are scheduled monthly.
 - vii. Manage quarterly VAT returns, ensuring the current VAT legislation is adhered to.

Duties:

2. To be responsible for the financial reporting to the Trustees, supported by the Executive Producer.

- i. Prepare the quarterly management accounts (P&L, balance sheet and fund analysis) and produce a report on significant trends and variances.
- ii. Attend Finance Sub Committee meetings.
- iii. Support the Executive Producer and Accountant with the annual financial audit and creation of the Financial Statement, reporting findings to the Executive Team.

3. To support the Executive Producer to ensure that The Paper Birds' obligations to Funders.

- i. Meet regularly with the Executive Producer to review and agree actions for reporting to Funders, taking a lead on actions as needed.
- ii. Work with the Executive Producer to ensure timely reporting to Companies House and the Charity Commission.

Person Specification

Requirements	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> ● Full or part-qualified ACCA/CIMA (or similar) ● Quickbooks experience (or similar accounting software) ● Excellent written and oral communication skills ● Proven ability to implement and monitor effective and efficient financial controls. ● Ability to prepare and present accurate and timely financial statements. ● Ability to investigate a problem beyond routine questioning. 	<ul style="list-style-type: none"> ● Payroll experience



Relevant Experience	<ul style="list-style-type: none">• A minimum of 3 years accounting and/or financial management experience• Managerial experience• Detailed knowledge of financial accounting and reconciliations; financial systems and process development• Experience of the charity sector and charity finance.	<ul style="list-style-type: none">• Experience of the arts sector
Personal Qualities	<ul style="list-style-type: none">• Accuracy and attention to detail.• Efficient and methodical.• Good team player.• A collaborative spirit	<ul style="list-style-type: none">• An interest in the arts

The Details

In the first instance this role is for 2-3 days per month on a freelance basis until the end of March 2023. Our ambition is that for April 2023 onwards this role will grow and that we will work with the Finance Manager this financial year to make this possible.

The role is remote working, with face to face meetings scheduled regularly with the core team on mutually agreeable dates.

Fee: between £150-£200 per day, depending on experience.

To Apply



Please submit a short cover letter, setting out your relevant skills, knowledge and experience for the role, accompanied by your CV. We also welcome video applications or voice notes as an accompaniment to your CV.

Please send completed applications to Executive Producer, Charlotte Kalantari-Gregory: charlotte@thepaperbirds.com

Charlotte is also available to answer any questions you may have about the role.

Charlotte can also provide this document in a large print version.

Additionally, we ask all applicants to complete the following anonymous equality and diversity survey here: <https://forms.gle/iKj5gzxoB3SJa74o7>

Deadline for submitting your application: 12pm Wednesday 20th July.



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