



Finance Manager Recruitment Pack

**Apply by:
Monday 9
March 2026**

About Theatres Trust

At Theatres Trust, we know that theatres and all the brilliant cultural activities that take place within them help to make us happier and more connected human beings.

Theatres contribute significantly to our local economies and make our towns and cities vibrant places to live and visit. We know theatres improve our mental health, create jobs for local people, and provide opportunities for young people to grow in confidence. In short, there is nothing quite as magical as a theatre.

We believe that everyone, no matter who they are or where they live, should have access to theatre and experience inspirational and transformative live performance.

But many theatres across the country struggle financially just to keep the doors open and a number are under threat of permanent closure or demolition. The challenges facing our theatres have worsened over the last few years, with huge increases in maintenance and energy costs plus cuts in vital funding sources.

This is where Theatres Trust comes in. We are the only organisation in the UK that is empowered to protect and champion the future of every theatre across the country. We are a Department of Culture, Media and Sport Arm's-Length Body that advises the government on how to support the whole of the UK's theatre sector, from small-scale community spaces through to large-scale

commercial venues. We are also a statutory consultee in the planning system in England, Scotland and Wales, which means Local Planning Authorities must consult us on any planning application involving or impacting a theatre. We therefore help shape and protect the future of cultural infrastructure in every part of the country.

We also operate the Theatres Trust Charitable Fund, which advocates for theatres across the country, provides free and impartial expert advice, and awards grants to organisations making a difference in their community.

In **2026**, we will mark the 50th anniversary of the Theatres Trust Act being passed in parliament with a year of celebration, events, and high-profile supporter contributions. Led by Joshua McTaggart, our new CEO who joined the organisation at the end of 2024, Theatres Trust is envisioning a reinvigorated future where our organisation plays an even more impactful role in shaping and stewarding the future cultural heritage of our country.

To find out more, visit <https://www.theatrust.org.uk/>



Finance Manager

The Finance Manager will support the delivery of Theatres Trust's strategy, working with the CEO and Head of People, Operations and Finance to create accurate and accessible financial reporting, and provide clear figures to inform budgetary updates. They will work across the staff and shape best practice of financial governance across the organisation.

Reporting to the Head of People, Operations and Finance, and working closely with the CEO, the Finance Manager has overall responsibility for the consistent delivery of the financial accounting and administration systems of The Theatres Trust and The Theatres Trust Charitable Fund (two separate entities). This includes maintaining robust, transparent and efficient financial administration and monitoring systems that ensure compliance with the relevant

regulations and operational parameters for the work of both entities.

This post offers the successful candidate the opportunity to develop their career, and to join the organisation during an exciting time of internal transformation where they will play an integral role in supporting the team with a new finance system while shaping relationships with financial management across the organisation. The role is being offered on a part-time basis of 21 hours per week, spread across at least 3 days per week.



Key Duties and Responsibilities

Financial Management

- Preparing quarterly management accounts, cashflow forecasts and other financial reports and analysis to an agreed timescale and as required by Trustees and staff.
- Working with the CEO and Senior Leadership Team to prepare annual budgets, financial plans and project budgets as required.
- Working with budget holders to support them in the management of their budgets, providing regular financial updates.
- Ensuring that all financial monitoring, reporting and evaluation for project and statutory funders is carried out, according to their criteria.
- Preparing finance and other reports for Trustee Meetings (Council and Executive Committee) and attending these to provide updates as appropriate.

Financial Operation

- Maintaining in all respects the Cloud based accounting systems (Xero) for both The Theatres Trust and The Theatres Trust Charitable Fund.
- Liaising with the outsourced payroll bureau to accurately deliver monthly staff payroll, pensions and monthly and end of year PAYE/NI returns.
- Ensure staff pension payments are accurate and meet statutory deadlines.
- Ensuring that invoices are prepared and coded to the correct budget area, payments are processed, and debtors are managed. As part of this, ensuring that all income transactions, including donated income, friends' scheme and corporate partnerships income, are monitored and recorded accurately, and ensuring that colleagues with responsibility for these areas have accurate information in this respect.
- Maintaining a clear and consistent chart of accounts within Xero and utilising Tracking Categories effectively to enable localised project or departmental reporting.

- Managing the purchase ledger, ensuring that suppliers and contractors are paid in a timely fashion, and that all such expenditure is recorded appropriately within the accounting system.
- Ensuring that all credit cards and expenditure is reconciled regularly.
- Accurately recording and reporting on financial transactions and income relating to the Trust's theatre freeholds and additional commercial activities.
- Processing all grant payments awarded through Theatres Trust Charitable Fund, and providing accounts of all income received related to grant giving programmes.
- Updating the Trust's records and projections on its investment income, based on updates from the Trust's Investment Managers.
- Managing and preparing VAT returns, and ensuring compliance with HMRC, including computation of a non-business input tax recovery restriction.
- Managing regular reconciliation of the petty cash log.

Compliance & Governance

- Ensuring the Trust and the Charity comply with all HMRC legislation requirements providing reports accordingly and on time, and supporting the Head of People, Operations and Finance submit the Charities Commission Annual Return.
- Maintaining the Trust's asset register.
- Support the Head of People, Operations and Finance to deliver robust financial governance and due diligence, suggesting new approaches to security by staying up to date with regulatory changes.
- Supporting the annual audit process, working with the Head of People, Operations and Finance to provide evidence and documentation as requested.

PERSON SPECIFICATION

Skills

- Qualified by experience and/ or qualified or part qualified in accounting (eg AAT, CIMA, ACA).
- Strong numerical and analytical skills, with excellent attention to detail.
- Clear communicator, able to explain financial information to non-finance colleagues and support them as appropriate.
- Collaborative approach, with the ability to build positive working relationships across teams.
- Proactive and solutions-focused, with the confidence to identify and suggest process improvements.
- Strong IT skills, including Excel and finance systems.
- Professionalism, discretion and integrity when handling confidential financial and payroll information.
- Well-organised, with the ability to manage multiple tasks and deadlines effectively.
- Commitment to progression of Anti-Racism, Equity, Diversity and Inclusion

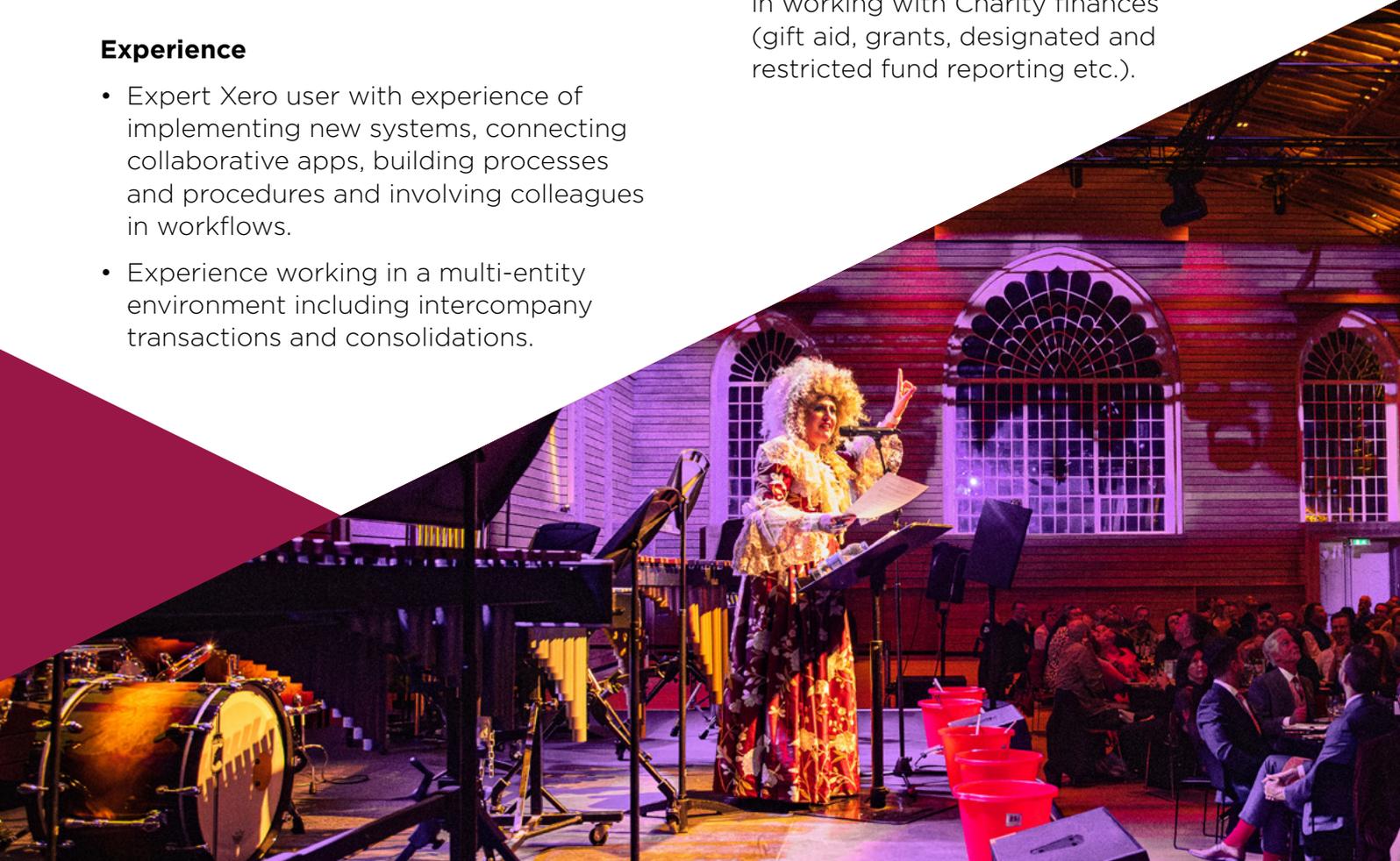
Experience

- Expert Xero user with experience of implementing new systems, connecting collaborative apps, building processes and procedures and involving colleagues in workflows.
- Experience working in a multi-entity environment including intercompany transactions and consolidations.

- Demonstrable experience of preparing accounts to audit level, preparing management accounts, operating sales and purchase ledger, and preparing VAT returns.
- Experience of supporting management accounts and budget preparation and financial reporting.
- Experience of charity and fund accounting principles.
- Experience of hospitality and/or commercial trading environments.
- Experience of working across multiple departments or cost centres within an organisation.
- Experience of bank, payroll and balance sheet reconciliations.

Knowledge

- Strong working knowledge of payroll processes, including pensions, PAYE, NI and statutory compliance.
- Understanding of VAT in a mixed-income environment.
- Knowledge, experience or interest in working with Charity finances (gift aid, grants, designated and restricted fund reporting etc.).



TERMS AND CONDITIONS

Job Title	Finance Manager
Responsible to	Head of People, Operations and Finance
Working with	CEO, Senior Leadership Team, Board of trustees, External payroll bureau
Contract type	Part- time, Permanent
Working Hours	21 hours per week, split across at least 3 days per week. Usual office hours are Monday - Friday, 9.30am-5.30pm with an informal flexi-time system in operation. Very occasional weekend and evening work may be required
Work Base	22 Charing Cross Road, London, WC2H 0QL. Theatres Trust operates a remote working policy, with a current minimum of 1 day in the office per week for this role. This is reviewed annually.
Salary	£27,000 per annum / £45,000 FTE Paid monthly by PAYE
Benefits	Theatres Trust offers a group personal pension scheme where the employee contributes a minimum of 2% and the employer contributes 6%. Employees are eligible to join the scheme after their first three months of employment. Training and development opportunities
Annual Leave	28 days per year (17 pro rata) plus bank holidays (5 pro rata).
Probation Period	6 months
Notice period	One week during probation period, 6 months thereafter



HOW TO APPLY

To apply, please send your **CV and a cover letter** of no more than **two A4 pages** each, along with a completed Equal Opportunities monitoring form, by email to: info@theatretrust.org.uk

Please use the subject line **'Finance Manager Application'**.

Please don't include headshots or photos of yourself in your application. Your name and contact details will be redacted before your application is passed to the shortlisting panel.

Deadline for applications: **10am on Monday 9 March 2026**

Interviews will take place at the Theatres Trust offices in the **week beginning 23 March 2026**. Please indicate your potential availability for interviews during this week in your application.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who self-identify as disabled. All candidates who self-identify as disabled and who demonstrate that they meet the minimum criteria will be invited for an interview, in line with the Equality Act 2010.

If you have any questions or would like to discuss the role and organisation before applying, please contact Sofia Oliva our Operations and Governance Coordinator Sofia.Oliva@theatretrust.org.uk and she will respond or pass on your questions or discussion requests to the hiring manager as appropriate.

