

## HOW TO APPLY

We're trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We're always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we'll always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV and / or a covering letter or email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We'll shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you'd like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is 19<sup>th</sup> May 2025 at 10am.

First interviews will take place via Teams on 5<sup>th</sup> and 9<sup>th</sup> June 2025.

Second interviews will take place in Liverpool between 12<sup>th</sup> and 17<sup>th</sup> June 2025

Applications should be sent to: [recruitment@everymanplayhouse.com](mailto:recruitment@everymanplayhouse.com)

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/92FFDTB>; a summary of our Equal Opportunity Policy is also available on the website. All applicants will be advised on the outcome of their application in writing. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

## HELLO,

Thank you for your interest in the role of **Finance Manager**

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the belief that theatre can transform lives.

We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Across our theatres – one a 440-seat thrust, the other a 670-seat proscenium – there's an opportunity to produce and present the richest range of work for the widest audience.

In 2025 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.

Read on to find out more. We look forward to hearing from you.



**Mark Da Vanzo** | Chief Executive  
**Nathan Powell** | Creative Director  
**Ros Thomas** | Finance Director

# OUR VISION, MISSION, VALUES



## OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

## OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

## OUR VALUES

### COLLABORATIVE

We listen, we share, we co-create.

### CREATIVE

We believe in the power of creativity to inspire and change lives.

### COMPASSIONATE

We are open-hearted, generous and supportive.

### COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL  
**EVERYMAN**



LIVERPOOL  
**PLAYHOUSE**

# DIVERSITY, EQUALITY & INCLUSION

We have established relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.



*Tell Me How It Ends* by Tasha Dowd  
© Andrew AB Photography

*"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."*

Audience Feedback on *Tell Me How It Ends*  
by Tasha Dowd [YEP Graduate]



*THIS IS NOT A CRIME (this is just a play...)*  
by YEP Actors 2023

*"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person."* Feedback from YEP Graduate

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to



progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change.

### **What does this mean in terms of recruitment?**

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – [www.pipacampaign.org](http://www.pipacampaign.org)), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.



# JOB ROLE: FINANCE MANAGER

**Responsible to: FINANCE DIRECTOR**

**This is a permanent role from August 2025**

## PURPOSE OF ROLE

To lead the Finance Team in providing an efficient financial management service to the Charity and its subsidiary companies and to have specific responsibility for producing the management accounts and managing the tax compliance of the companies.

To be an effective member of the Finance team, supporting the Finance Director in all aspects of the work of the department in ensuring the organisation is financially well-managed.

## VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:



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### OUR MISSION

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### OUR VALUES

#### **COLLABORATIVE**

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#### **CREATIVE**

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#### **COMPASSIONATE**

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#### **COURAGEOUS**

We are daring and brave – a voice for things we believe in.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

## MAIN DUTIES

### Management Accounts

- Prepare the monthly management accounts, completing all required weekly and monthly tasks:
  - Review and approve all postings to the sales and purchase ledgers,
  - Review and approve all postings to the nominal ledgers, including journals from the Box Office, Point of Sale and Payroll systems,
  - Post monthly depreciation charges and maintain the fixed asset register,
  - Prepare and post accurate calculations for accruals and prepayments,
  - Review the stock holding values and post any adjustments required to this,
  - Ensure accurate accounting records and procedures,
  - Conduct variance analysis to assess financial performance.
- Support the monitoring of the cash position of the Charity:
  - Oversee effective management of debt collection and credit control by the finance team,
  - Oversee the monthly bank reconciliations by the finance team,
  - Oversee and approve all bacs payments,
  - Manage investment of surplus funds for best return.
- Support the payroll process of the Charity:
  - Oversee weekly and monthly payroll processed by the finance team,
  - Oversee the monthly reconciliation of control accounts including PAYE, NI and Pensions.

### Supporting Projects & Other Departments

- Assist in budgeting & forecasting, collaborating with department heads.
- Oversee the process of accounting for in-house productions, working with production team as required.
- Oversee the process of accounting for visiting productions and support the finance team to ensure that visitor statements are agreed and paid in a timely manner.
- Support members of the development team to provide the financial aspects of grant claims to both revenue and project funders.
- Support members of the development team with the administration of donor pledge fulfilment and the recovery of gift aid tax relief.

- Work with other departments as required to ensure accurate and complete financial controls are in place.

### **Compliance & Reporting**

- Manage the tax and regulatory compliance of the companies, including VAT returns, PAYE PSA, FEU and Gift Aid. Liaise with HMRC as required on these matters.
- Assist the Finance Director with the preparation of financial information for all departments and projects, including financial accounts, budget monitoring and cash flow forecasts.
- Assist the Finance Director with the preparation of documents for the annual audit, including providing documents for all fieldwork testing and supporting the completion of the statutory annual accounts.
- Assist the Finance Director with end-of-year duties and any other ad hoc reporting as required.

### **General**

- Maintain control systems, filing, storage and retrieval of information.
- Manage own workload to meet deadlines as determined by the daily, weekly, monthly and annual timetables of the department.
- Perform your role in accordance with the company's Staff Handbook, incorporating LMTT's Values
- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.
- LMTT is committed to diversity and equality and expects all staff to be active in promoting diversity and supporting people to experience our work and buildings

This role description is not exhaustive, and it will be reviewed regularly to ensure that it reflects the evolution of the company, and the skills and personal development of the post-holder; a flexible approach to work in all roles is essential.



## PERSON SPECIFICATION

Essential experience, knowledge and skills	Desirable experience, knowledge and skills
<ul style="list-style-type: none"> <li>· An experienced finance professional &amp; qualified accountant ACCA, CIPFA, CIMA or equivalent</li> <li>· Advanced knowledge of Excel and a proficient user of other Microsoft Office Software, finance systems and databases.</li> <li>· Experience of VAT reporting. Excellent communication skills to interact well with colleagues and suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>· Experience of working in a charity or not for profit sector.</li> <li>· Experience of Gift Aid reporting</li> <li>· Experience of working in a busy finance office.</li> <li>· Experience of working with Exchequer</li> </ul>
Abilities and personal qualities	
<p>Exceptional attention to detail and planning skills.</p> <ul style="list-style-type: none"> <li>· Proven ability to work on own initiative within agreed guidelines</li> </ul>	

## MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a permanent position and is subject to probationary period of 3 months.
Reporting to:	Finance Director
Salary:	£30,000 – £35,000 per annum
Hours:	35 per week. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours.
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice Period:	One week during probation; two months thereafter
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman Theatre

### Additional Benefits:

The Theatres offer several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24-Hour GP Telephone Consultation Service)
- Free and / or discounted tickets for performances
- Discounts on our food and drink offer

All other terms as detailed in Staff Handbook.

**LIVERPOOL  
EVERYMAN**

5-11 Hope Street  
L1 9BH

**LIVERPOOL  
PLAYHOUSE**

Williamson Square  
L1 1EL

[everymanplayhouse.com](http://everymanplayhouse.com)

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We are a registered charity (1081229) and gratefully acknowledge the continued support of Arts Council England, Liverpool City Council, our donors, patrons, partners and our audiences.



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**ARTS COUNCIL  
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Liverpool**

