

**PUNCHDRUNK ENRICHMENT FINANCE MANAGER JOB PACK**

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**ABOUT PUNCHDRUNK ENRICHMENT**

Punchdrunk Enrichment creates transformational theatrical experiences for education, community, and family audiences.

We devise immersive productions and projects that have a powerful impact by placing people at the heart of an unforgettable journey. Through our adventurous, high-quality approach to storytelling we champion the imagination.

Punchdrunk Enrichment was founded by Artistic Director Peter Higgin in 2008 to take the innovative practice of Punchdrunk into communities and schools. Founded by Felix Barrett, Punchdrunk are celebrated as pioneers of a new form of theatre in which roaming audiences experience epic storytelling inside sensory theatrical worlds.

Since its inception, Punchdrunk Enrichment has delivered a wide range of projects in a variety of settings. Today, Punchdrunk Enrichment is an independent charity dedicated to creating experiences for as wide an audience as possible.

In May 2023 we embarked on a three year residency in an unused industrial unit in Wembley Park, Brent which will deliver the first ever co-created immersive arts space, co-designed and built with local makers and borough residents. During this period, Punchdrunk Enrichment will also foster new work, offer community inspired immersive experiences for families, projects for primary schools and training opportunities for Brent-based young people and artists.

**WHAT WE DO**

We are a values-led organisation and care about children and young people, artists of the future, and communities underserved by conventional cultural programmes.

We attract national and international collaborators, and have previously taken our projects into schools, care homes, community theatres, warehouses and found spaces.

Our programme includes immersive projects for whole primary schools such as [*Route 158*](https://www.punchdrunkenrichment.org.uk/project/route-158/)*,*  along with teacher-led adventures including [*A Small Tale*](https://www.punchdrunkenrichment.org.uk/project/a-small-tale/) for Years 1-4, [*A Curious Quest*](https://www.punchdrunkenrichment.org.uk/project/a-curious-quest-a-teacher-led-adventure/) for the whole school and [*The Vanishing Land*](https://www.punchdrunkenrichment.org.uk/project/the-vanishing-land/) for Years 5 and 6.

We are committed to developing the creative practice of teachers in a sustainable way. In September 2021, [*Immersive Learning Journeys*](https://www.punchdrunkenrichment.org.uk/project/immersive-learning-journeys/), a three year programme supported by Paul Hamlyn Foundation began: delivering a range of projects to eight primary schools in the Royal Borough of Greenwich, enabling the company to assess the impact of immersive experiences in education over the longer term. Our mentoring project for primary school teachers enables teachers to create their own exceptional immersive learning experiences into the future with the support of Directors and Designers.

Past projects for communities and families include [*The Wild Visitor*](https://www.punchdrunkenrichment.org.uk/project/the-wild-visitor/) and [*Our Home Story*](https://www.punchdrunkenrichment.org.uk/project/our-home-story/), digital experiences for children and their parents/carers, [*Small Wonders*](https://www.punchdrunkenrichment.org.uk/project/small-wonders/), a production for 5-11 year olds and their families which was part of the programme for LIFT 2018 and Edinburgh International Children’s Festival 2019, [*Against Captain’s Orders*](https://www.punchdrunkenrichment.org.uk/project/against-captains-orders/), a family show created in partnership with the National Maritime Museum and [*Greenhive Green*](https://www.punchdrunkenrichment.org.uk/project/greenhive-green/), which took place in a care home for older people including those with dementia. In 2023, we presented a redeveloped version of [*The Lost Lending Library*](https://www.punchdrunkenrichment.org.uk/project/the-lost-lending-library-edinburgh-international-festival/) for family audiences at the Edinburgh International Festival.

We are committed to developing the next generation of theatre-makers. Our talent development programme includes opportunities for young people who live in Brent to get paid, practical experience and training learning about backstage roles through our [Brent Young Makers](https://www.punchdrunkenrichment.org.uk/project/brent-young-makers/), whilst our [Masterclasses](https://www.punchdrunkenrichment.org.uk//workshop-category/masterclasses/) are accessed by an international audience of students, early and mid career creatives, both online and in-person from our home in Wembley Park.

Please visit [punchdrunkenrichment.org.uk](https://www.punchdrunkenrichment.org.uk/) for further information about our work.

**THE ROLE**

The Finance Manager will be a pivotal member of the Punchdrunk Enrichment management team, working closely with the General Manager and Executive Director to ensure excellent financial management and operations across the organisation.

They will be working as part of a small team delivering exciting immersive projects with schools, families and communities.

**JOB DESCRIPTION**

**Financial Management**

* Day to day accounting and bookkeeping
* Preparing and posting journals including any prepayments and accruals
* Bank, credit card and pre-paid card reconciliations
* Reconciliation of website sales, ticket sales and venue income
* Reconciliation of balance sheet accounts (essentially the month end file)
* Reconciling and maintaining Fixed Asset register
* Monitoring the quarterly Gift Aid returns
* Assisting the Executive Director with the preparation of financial statements and annual accounts
* Lead on annual audit and generating files with support from the Executive Director
* Assist Executive Director to generate Punchdrunk Enrichment Management Accounts
* Work with the Budget Holders on tracking their budgets and budget templates
* Maintenance and development of robust finance and control processes

**Accounts Payable/ Receivable & Banking**

* Managing the weekly payment run
* Managing purchasing and sales ledgers
* Preparing invoices and managing aged debtors
* Act as signatory and main point of contact for all company bank accounts, credit cards and payment portals both GBP and foreign currencies
* Manage online payment platforms and processes, troubleshooting as necessary to ensure seamless payment process, liaising with the communications team as required
* Running the weekly, monthly and year end payroll including PAYE/NI RTI submissions, payments to HMRC and company and Equity pension calculations and processing

**Governance & Reporting**

* Preparing and submitting the quarterly VAT Return
* Minuting and attending Board Finance Committee Meetings
* Calculating and distributing 4-weekly royalty payments
* Closely monitoring pre-production, running and get-out budgets and preparing financial reports for the submission of Theatre Tax Relief claims
* Prepare monthly and quarterly finance reports for various productions and R&D projects
* Preparing ad-hoc financial reports for funders (in collaboration with the Punchdrunk Development Team)
* Lead on financial reporting for the Arts Council Annual Return with support from the Executive Director

**Other**

* To be suitably informed of Punchdrunk Enrichment’s activities and programme of events.
* To be an advocate for the organisation, its work, vision and values, and at all times, to act in the best interests of the Punchdrunk Enrichment
* To support clear communication with the wider team about the current and future financial priorities.
* Adhere to and work at all times in accordance with the Punchdrunk Enrichment Policy Handbook.
* Undertake any other duties as required by the company to fulfil its objectives and are appropriate to the post.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

Essential

* At least 3 years’ experience working in a similar role
* Experienced in accounting and a command of accountancy software (Punchdrunk Enrichment currently uses Xero)
* A solid understanding of bookkeeping, financial administration and finance reporting
* Excellent working knowledge of MS applications, particularly Excel and Word
* Proven experience in managing suppliers and external relationships
* Excellent administration skills and attention to detail
* Experience managing a payroll function
* Experience communicating information about finance systems with a wider, non-specialist and busy team
* An ability to multitask effectively and handle multiple workflows at any one time
* Knowledge of charity financial management

Desirable

* Experience working with integrated finance systems
* Experience supporting Annual Accounts preparation
* Experience processing Theatre Tax relief claims
* Experience of working in a producing theatre or company
* An accountancy qualification

**SKILLS AND ATTRIBUTES**

Essential

* A commitment to diversity and inclusion and creating an equal opportunities workplace.
* A commitment to anti-racism.
* A keen interest in the arts.
* Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
* Willingly shares ideas, resources and information with others
* Willingness to challenge, ask difficult questions and seek resolutions proactively and creatively
* Excellent and confident communication skills with great attention to detail
* Excellent financial and administrative skills
* Ability to work quickly, methodically and accurately under pressure and to manage workload effectively
* Proven ability to deal with multiple work-streams with a range of deadlines
* Self-motivated and able to use initiative
* Highly efficient and resilient, able to adapt and respond to changing circumstances.

Desirable

* Ambitious and willing to take well managed risk
* Capacity to keep focus in complex and changeable circumstances

**NOTES**

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and line manager from time to time.

We welcome conversations about the role, please contact us on 020 7655 0940 or email [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk).

**COMPANY BENEFITS**

* 25 days holiday pro rata, per annum, plus UK bank holidays.
* Office closure during festive period (a minimum of three days additional leave).
* 5% employer pension contribution, following completion of probation period.
* Access to training and development opportunities.
* Team socials.
* A gift on your birthday.
* Access to an Employee Assistance Programme.
* Access to a free annual eye test.
* Flexible working.
* Cycle to Work and season ticket loans.
* Enhanced maternity leave with the first 18 weeks at statutory maternity pay plus 50% of salary.
* Additional paternity leave for up to 26 weeks paid at statutory paternity pay.
* Internal ‘buddy’ system for new starters.

**SUMMARY OF TERMS**

**Salary:**  £35,700

**Contract:** Full Time, fixed-term one year. We are open to applications from candidates who would be interested in this role as a 32 hours per week contract, in which case the salary would be offered pro-rata. Please specify this in your covering letter.

**Annual Leave:** 25 days holiday per annum, rising to a maximum of 30 days for every year worked + UK bank holidays (Holiday year runs 1 April to 31 March)

**Pension:** 5% employer contribution, following completion of probation period

**Working hours:** Standard 40 hours (including lunch break) per week Monday to Friday (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required for which TOIL will be available.

**Probation period:** Three months, during which either party may terminate the contract with four weeks’ notice. Notice period is three months following the successful completion of the probation period.

**Place of work:** Punchdrunk Enrichment’s office is on Watkin Road, Wembley HA9 0NL.

Punchdrunk Enrichment’s office is an open-plan space on the ground floor of our building, accessed by a ramp. The ground floor of the new office is wheelchair accessible; there are accessible toilets and a mix of loud and quiet spaces. The nearest wheelchair-accessible tube stop is Wembley Park and the route is 0.4 miles and mostly flat. There are 200 disabled parking spaces in Wembley Park car park and we are working towards accessible parking on site.

The role will involve regular meetings, communicating via phone/video, email and in person and using a computer for several hours across the day.

Punchdrunk Enrichment is a busy organisation and has around 20 members of staff. The team is sociable and friendly. Breaks are encouraged throughout the day and staff mostly take a full lunch break to eat together.

Usual office hours are 10am-6pm, we offer flexible working where possible and full-time staff are expected to be in the office three days a week.

**Our Workforce:**

Punchdrunk Enrichment acknowledges that its workforce does not reflect the schools and communities within which we work, and hope to serve within Brent. We have a responsibility and commitment to improve this. It forms part of a long-term piece of work to ensure we’re reflecting a wide breadth of voices from the stories we tell, to the artists and organisations we collaborate with, to the makeup of our Board, staff and freelance team.

Brent is one of the most diverse boroughs in London (64% identify as Black, Asian or from the global majority incl. mixed heritage individuals) & 37% use a main language that isn’t English.

For these reasons, we want to strongly encourage candidates from Asian, Black, Hispanic, Indigenous, Latinx, Mixed-Race, Native American, or SWANA backgrounds, and those who have grown up in a household where English is not spoken as a first language.

In addition, we are dedicated to fostering an inclusive workplace and welcome applications from individuals of all backgrounds, including those with disabilities. If you require any reasonable adjustments to participate in the recruitment process or perform the job successfully, please let us know, and we will work with you to provide the necessary support.

**HOW TO APPLY**

To apply for the position, please provide the following information by **Monday 20th May, 10am GMT.**

* A comprehensive CV.
* A covering letter (maximum two A4 sides) or two minutes of audio describing your suitability for the position and specifically how your past experience matches the job description and person specification.
* Contact details for two references, we will seek your permission before making direct contact with any referees.
* A contact telephone number.
* [A completed equal opportunity form.](https://forms.gle/x2fW4tVXJaYM4quv9)

All offers of employment will be subject to the receipt of satisfactory references.

All applicants must be eligible to work within the UK.

Please submit your application by email with ‘**Finance Manager’** in the subject line to recruitment@punchdrunkenrichment.org.uk.

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. Information about this disclosure can be found at gov.uk.

**Recruitment Timeline**

Shortlisted candidates will be notified by **23rd May**, and will receive a selection of the questions in advance of the first round interview. First round interviews will take place on **Wednesday 29th May** in our offices in Wembley. Second round interviews will take place in the week commencing **3rd June, exact date TBC.** Shortlisted candidates will be asked to complete a task ahead of the second round interview.

Please notify us if you cannot attend the specified interview date at the time you submit your application. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

**Punchdrunk Enrichment is a committed equal opportunities employer**

We are committed to ensuring that our workplace is free from unlawful or unfair discrimination on the grounds of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, marital or civil partnership status, disability or pregnancy.

We make appointments based solely on ability to fulfil the duties of the post - we have systems in place to ensure that no person is unfairly discriminated against in our recruitment and selection process. This includes anonymising applications, to remove all personal and socio-demographic information, ahead of shortlisting.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy and destroyed after six months. We will keep your equal opportunities form for a period of six months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.