

# GREENWICH DANCE

## WE ARE RECRUITING!

### **Business and Finance Lead**

We are seeking an experienced accountant/financial manager to support the delivery of a large, innovative creation project funded by the Culture Recovery Fund in addition to supporting the organisation to review and develop its financial operations and business model to better equip the organisation for growth.

### **Fee and Timescale**

**4 month fixed short term contract at 0.6 (3 days per week) based on an annual salary of £35,000pa**

**Start date:** January 2021

**Finish date:** April 2021

**Closing date for applications: 5pm Friday 11 December 2020**

*\*We regret that applications received after the agreed time on the closing date will not be considered.*

**Interviews:** w/c 14 December

### **Context**

Our mission is to create quality opportunities to make, watch and take part in dance regardless of age, background or ability. Since lockdown Greenwich Dance has stayed operational in order to continue to support its community to take part. Our Spring touring season, Up My Street, manifested as an online project working with a community cast. Our Autumn touring season took a doorstep dance tour to households and schools across the borough in celebration of Black History Month. We have been serving our dancing communities with a wide ranging programme of online classes as well as a brand new online Arts Award offer for schools and individuals. Our podcast, Talking Moves, brings together artists to share practice and learning around specific topics. We have shared the mechanisms artists have used for coping with lockdown in a series #GDLifeinLockdown on our blog and have created a Digital Stage in which to share the work of artists and organisations from around the world.

We are now busily working on a revolutionary new project which will see us touring ideas rather than people in an online creation and presentation platform, which has been funded by the Cultural Recovery Grant.

The concept of the platform – at its most basic – sees artists and their producers creating a ‘recipe’ for covid-compliant work and sharing this on an online platform. The recipe for re-presenting the work can then be downloaded by another organisation and presented in their own setting by local performers and artists – with the original collaborators receiving a royalty. In this way we are touring ideas rather than people, supporting regional employment and creating a new income stream for the freelance sector.

## **Responsibilities**

To work alongside our CEO and Finance and Operations Manager to:

- Monitor the expenditure relating to the Culture Recovery Fund grant and other grants–ensuring our legal obligations are fulfilled
- Contribute financial and operational expertise in the development and implementation of organisational strategies, policies, practices, funding proposals and applications and sponsorship
- Interact with the Board of Directors, Finance & Staffing Committees, by overseeing the provision of financial reports and information to ensure sound financial and operational governance
- To review and develop our existing financial and operational monitoring and controls on all programmes of work and activities, including producing reports and overseeing analysis of data and budget administration to ensure we are equipped for future growth
- To brainstorm new ways of income generation and business models as necessary

## **Desired**

We also need, (but recognise this may not be in the same role):

- Contract and HR experience, copyright, partnerships, licensing and royalties etc.

## **Personal Competencies**

- Team Player
- Communication (Oral and Written)
- Prioritisation
- People management skills
- Collaboration
- Drive for Success
- Dynamic and entrepreneurial in thinking
- Understanding of the dance/cultural sector

## **Technical Competencies**

- Excellent understanding of Quickbooks Online
- MS Office; including Outlook, Access, Word & Excel
- Microsoft Office 365 (desired)
- Knowledge of VAT, tax and other compliance implications of non-profit status
- Understanding of dynamic budgeting

## **Experience**

- At least 3 years in senior level Financial & Operations Management
- Strong background and work in Finance
- Charity accounting and annual reporting using SORP
- Budget development and oversight

## **To apply**

Please send:

- CV
- A letter expressing interest in the role. Within this please evidence the ways in which you match the skills required – maximum 2 sides of A4.

Please email your submission to [melanie@greenwichdance.org.uk](mailto:melanie@greenwichdance.org.uk)

Please feel free to submit your application in an alternative format such as a video or audio if wished.

If you have any questions relating to your application do please feel free to ask. Please note that the work can be done from home through digital formats (rather than in person) if needed such as Zoom, email, phone etc