

# Complicité

Finance and Operations Manager  
Application Pack and Job Description



# Background

## The Company

Complicité is an international touring theatre company and charity.

Over four decades, we have played in more than 40 countries and won more than 50 awards. Through our live productions, streamed work and education & engagement, millions of people have encountered the work of 'the most influential and consistently interesting theatre company working in Britain' (*The Times*).

We believe that experiencing extraordinary culture can transform people, inspiring creativity, delight, imagination and political action. For this reason, we strive to create art of exceptional quality, ambition and innovation, driven by brilliant ideas, and use this to engage the widest range of audiences and participants in the power of creativity, both in the UK and internationally.

Our latest theatre production *Drive Your Plow Over the Bones of the Dead* has achieved rave notices, toured internationally and been seen by over 78,000 people. *Can I Live?*, a vital new digital performance about the climate catastrophe conceived, written and performed by Fehinti Balogun was screened across 10 countries last year. The second piece in a major new collaboration between Simon McBurney and choreographer Crystal



Amanda Hadingue in *Drive Your Plow Over the Bones of the Dead* © Pinelopi Gerasimou

Pite with Nederlands Dans Theater premieres this February in The Hague, and our radio dramatisation of *The Dark is Rising* by Susan Cooper for BBC World Service and BBC Sounds demonstrate our growing success across a variety of art forms.

We take our responsibility as one of the UK's most celebrated theatre companies seriously and are motivated not solely to create our own productions, but also to share what we've learnt and created with other artists, particularly those currently underrepresented in the arts.

The familiarity of our name enables us to reach diverse communities across the UK and internationally, and through

our engagement and education work, we empower those we connect with to embrace collaboration and risk-taking as vital to a creative, fulfilling life.

Alongside Simon McBurney's work we support artists through our 'Mudlarks' strand, widening access and pro-actively seeking to support talented artists who are underrepresented in the theatre sector. Learning and engagement are central to our work and our award-winning Creative Engagement programme includes professional development, work in schools and colleges and participatory projects with a range of communities.

Action on the Climate and Ecological Emergency is a burning thread running through all of our work and we have played a key role in Culture Declares Emergency, as well as in developing the Theatre Green Book.



Fehiniti Balogun in *Can I Live?* © David Hewitt



*The Master and Margarita* © Robbie Jack

## Context of making and touring theatre in 2024

Complicité is a world-renowned national and international touring company that brings forward an immense repertoire of outstanding quality alongside the aspiration for a varied, pioneering and highly engaging future programme. It has healthy reserves and a growing slate of ambitious work across a variety of art forms.

As we face the challenges of increasing costs of touring, marketplace uncertainty and the cost of living crisis, we are undergoing a period of reinvention of our business model, and the Finance and Operations Manager will have an important role to play supporting the Executive Director as we go through this transition.

At the same time, we have embraced the opportunity of Arts Council England's NPO-Transfer Programme, which will see the company move to a new base in the West Country by October 2024. While the exact location is still to be decided, it is likely that this will be in proximity to Stroud, where our artistic director is based. For this reason we are looking to recruit a Finance and Operations Manager based in this area, who will play a pivotal role in facilitating this change.

With an ethos and way of working established over 40 years of practice, Complicité is a company that never stands still.

# Your role at Complicité



Masterclass © Sarah Ainslie

As Finance and Operations Manager you will play a vital role in the organisation, ensuring the effective day-to-day management of the accounting and finance function and ensuring Complicité provides a safe, welcoming and inclusive working environment for staff.

Reporting to the Executive Director, you will work with the staff team to provide guidance and leadership in relation to budget management and provide financial performance reports to support the Executive and the Board of Trustees.

In terms of operations, you will be the first port of call for HR related enquiries, and lead on staff initiatives such as EDI, wellbeing and training. You will oversee recruitment processes. Your role will also include looking after our offices, to ensure a warm, welcoming work environment, as well as administrating aspects of the company's governance and compliance. It will be your responsibility to lead on our efforts to reduce the environmental impact of our core operations.

This role will be particularly significant as Complicité undertakes a move from its current London home to a new base in the West Country. You will work closely with the Executive Director and Senior Producer to identify and acquire occupation of the company's new home, and manage all aspects of the move.

You will have experience of working in a similar role, although you may not come from an arts background.

This role is offered on a fixed term until August 2025, with the potential to extend.

## Job Description

### Finance

- Prepare annual budgets in liaison with the Executive Director
- Produce monthly management accounts and cash flow statements for internal reporting.
- Produce budgets and other financial information for funding applications
- Manage overall expenditure and hold monthly meetings with budget holders
- Plan and manage the annual audit
- Manage production payroll and fees, in liaison with the Senior Producer and external management team



- Oversee the monthly staff payroll
- Prepare and submit quarterly VAT returns
- Prepare Theatre Tax Relief claims with the auditors as necessary
- Prepare Gift Aid claims and manage record keeping
- Develop and maintain financial controls and policies
- Prepare financial reports for Arts Council England (ACE), including those related to release quarterly core funding
- Prepare regular quarterly reports for the Board of Trustees
- Produce Trustees Annual Report for the Statutory Accounts, for approval by the board
- Monitor and manage company reserves, including restricted and unrestricted funds and report on these within the monthly management accounts
- Respond to all finance queries
- Design, populate, operate and report from accounting package as required
- Monitor cashflow and provide information related to cashflow to senior management as required
- Manage part time Bookkeeper to ensure the day-to-day financial operations are undertaken effectively and on a timely basis and that comprehensive accounting records are maintained
- Other duties as required

## Office relocation/ Transfer

- Work with the ED and Senior Producer to identify and secure a suitable new location
- Lead lease negotiations and manage the new lease
- Create a welcoming, positive work environment
- Oversee all arrangements for equipment, IT, furnishings and utilities at the new base
- Implement a plan for the team to work effectively across two sites, ensuring company cohesion
- Engage and manage freelance support as required to deliver the relocation



everything that rises must dance © Ali Wright

# Person Specification

## Essential Skills and Attributes

- Proven experience of leading a finance and operations function within the charitable or private sector
- A formal accounting qualification or demonstrable 'Qualified by experience', of a minimum of three years
- Demonstrable experience of financial planning, budget preparation and management and reporting to a board of trustees
- Ability to interpret financial information and effectively communicate it to staff without a financial background
- Advanced IT skills including Excel and finance software (ideally Quickbooks)
- Demonstrable operations & HR experience
- Experience implementing EDI and/or environmental policies & plans
- Working knowledge of employment law
- Excellent attention to detail
- Organised and methodical in following processes and meeting deadlines
- Willingness to be flexible and adaptable in a fast-paced environment
- Enthusiasm for the arts
- Ability to work in a team
- Excellent communication skills



# Terms of Appointment

**Salary:** £45k

**Contract:** The role is fixed to Aug 2025  
with strong possibility for extension  
Hours of work: full time (35 hrs per week)

**Location:** It is intended that the office base will be in the West Country so initially working from home with occasional days in the London office. From October 2024 the role will spend at least 3 days per week working from an office in the West Country. This is most likely to be in Stroud but if an alternative location is secured, flexible working will be considered. Occasional trips to London will be required.

**Holiday:** 25 days per annum plus statutory holidays.

**Pension:** 5% employer, 3% employee, where eligible

**Training:** Complicité staff are supported through training as required and are encouraged to join appropriate networks to support their professional development

**Reference:** An offer of employment is subject to receipt of two satisfactory references

**Probation:** 2 months

**Notice period:** 2 weeks during probation period, 3 months thereafter





Figures in Extinction [1.0] © Rahi Rezvani

# How to Apply

Please write to [jobs@complicite.org](mailto:jobs@complicite.org) supplying an up to date CV and letter of application of no more than 3 pages for the attention of Tom Morris, Chair of Trustees, setting out why you are suitable for the role

## Application Deadline

The closing date for applications is 10am on Monday 12th February 2024.

First round interviews week commencing 19th February 2024; shortlisted candidates will be invited for a second round interviews week commencing 26th February 2024.