



ROYAL EXCHANGE THEATRE

JOB DESCRIPTION

JOB TITLE: Finance Director

SALARY: £65,000 per annum

HOURS: 40 hours per week

CONTRACT: Permanent

REPORTS TO: Executive Director/Co-CEO

Job Context

The Royal Exchange is a Manchester based producing theatre company (founded 1976) housed in the Royal Exchange building in the centre of the city. The building has two theatre spaces - a 750-seat module configured in the round and a 90 seat flexible format studio space.

The Royal Exchange Theatre (RET) produces and presents theatre productions and delivers a creative learning program.

Job Overview

This leadership role provides strategic oversight across finance and HR at RET. As a key member of the Executive Team, the postholder will ensure financial and legal compliance, effective departmental performance, and alignment with organisational objectives and funder requirements.

The role oversees senior managers in Finance and HR, supports governance and reporting to the Board and stakeholders, and ensures that systems, policies, and data processes are robust and fit for purpose. With a focus on inclusion, professional development, and accountability, the postholder will foster a positive organisational culture and manage risk effectively.

Main Duties

Leadership and Governance

- Provide strategic leadership for finance and HR ensuring both departments are effectively staffed and resourced to a consistently high standard.
- As part of the Executive Team, develop and deliver business strategies for RET, in line with the Business Plan and funder requirements.

- Oversee the work of the Head of Finance and Head of HR, fostering a positive and inclusive culture and ensuring adherence to RET's Dignity at Work Policy.
- Ensure the Theatre's financial and legal obligations are fully met.
- Provide regular business reports for the RET Board, Exchange Productions Ltd Board, and Finance Committee.
- Ensure all reporting obligations for principal funders (ACE, GMCA) are met on time and are accurate.
- Ensure well-organised administrative systems are in place across the organisation, and all KPI data is accurately captured and monitored.
- Provide strategic business support to the co-CEO's to maintain financial credibility with the Board and stakeholders.
- Establish strong working relationships with external partners and all internal departments across RET.
- Oversee management of RET's Risk Register, ensuring risks are effectively captured, monitored, and mitigated.

Financial

- Lead RET's financial function, ensuring robust budgetary control and adherence to legal and financial obligations.
- Oversee the annual audit and coordinate the preparation of the Trustee Report and financial statements.
- Ensure financial systems, controls, and policies are appropriate, up to date, and consistently followed.
- Produce timely and accurate management reports (including KPIs) and provide insightful analysis to support operational decision-making by budget holders.
- Monitor cash flow to ensure RET can meet both operational and strategic financial commitments.
- Develop forecasting and reporting tools to support the co-CEO's in identifying potential risks and recommending corrective action.
- Complete quarterly VAT returns, year-end adjustments, and ensure RET's VAT status informs all financial planning and decisions.

Human Resources

- Provide strategic oversight of the Human Resources function, ensuring alignment with RET's values, business objectives, and workforce needs.

- Support the Head of HR in developing and implementing effective people strategies, including workforce planning, recruitment, retention, and staff wellbeing.
- Ensure all HR policies and procedures are legally compliant, up to date, and consistently applied across the organisation.
- Foster a culture of inclusion, equity, and continuous professional development across all departments.
- Monitor organisational performance indicators related to HR (e.g., staff turnover, diversity metrics, employee engagement) and use data to inform strategic decisions.

General

- Act as an ambassador and advocate for RET, promoting its company values and behaviours.
- Ensure compliance with GDPR and other legislation concerning data processing and protection.
- Comply with all relevant legislation and company policies and procedures.
- Undertake any additional duties reasonably required.

Note: The postholder will be required to work from the Theatre in Manchester. It is a condition of employment at RET that all staff work flexibly, in line with the Company's objectives. The job description may be reviewed and amended to align with future business needs.

Due to the nature of this job the post holder will be subject to a DBS check before the appointment is confirmed.

PERSON SPECIFICATION

Core: Essential Requirements

Experience

- Leadership across a broad range of business functions, including finance, strategic planning, budgeting, and analysis.
- Senior-level financial management experience in a similar-sized organisation, with a proven record of financial controls and oversight.
- Experience in procurement, tendering, and managing supplier contracts.

Skills

- In-depth knowledge of financial regulations and health & safety legislation.
- High-level business acumen, strong analytical and project management skills.
- Up-to-date knowledge of financial reporting, taxation, and PAYE requirements.
- Proven ability to manage multiple priorities and resolve complex issues effectively.
- Strong leadership skills and the ability to adopt flexible management styles to support team growth.
- Excellent communication skills – written, verbal, and presentational.
- Strong decision-making based on analysis, experience, and sound judgment.
- Ability to develop robust strategic and business plans.
- Effective delegation with accountability.
- Ability to work under pressure and to tight deadlines.
- Strong influencing and relationship-building skills with internal and external stakeholders.

Education, Training and Qualifications

- Degree-level education or equivalent.
- CCAB-qualified accountant (or equivalent qualification).

Personal Attributes

- Interest in theatre and the wider arts sector.
- Authentic, values-led leadership with integrity and honesty.
- Commitment to equity, diversity, and inclusion at all organisational levels.
- Strong collaborative skills; a team player able to achieve shared goals.
- Focused on high performance and results within available resources.
- Willingness to work flexibly, including evenings and weekends.
- Action-oriented and motivated by challenge and continuous improvement.

Desirable: Additional Skills and Experience

- Experience working in a cultural, charitable, or visitor-focused organisation.
- Experience acting as Company Secretary within a charity context.
- Knowledge of charities and company law, including VAT exemptions applicable to the cultural sector.