



THE
BELGRADE
THEATRE
COVENTRY

Head of Finance

CANDIDATE PACK

HELLO



+ WELCOME!

Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

**BELGRADE
THEATRE**

Our mission and values



A NEW VISION TO LEAD US

We will be a co-created theatre where diversity powers storytelling.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

**BELGRADE
THEATRE**

Job overview

Post: Head of Finance

Salary & Band: £43,000 to £52,500

Department: Finance Team

Contract: Permanent, **Hours:** Full-time, 39 hours per week

Line Manager: Chief Operating Officer, **Reports From:** Finance Team

Location: Coventry

Applications close: 3 March 2026, **Interviews:** w/c 16 March

PURPOSE OF ROLE:

The Head of Finance will report to the COO, and work closely with the Senior Leadership team, supporting the Theatre's strategic objectives and decision-making. The postholder will provide strategic and operational leadership to a small and dedicated finance team and will be responsible for the financial management of the Theatre and its subsidiaries, in alignment with organisational strategic plans and budgets, and in compliance with Charity and Company accounting standards and practices. This role is hands on and works closely with each department.

Key Objectives

- Working with the COO to provide Strategic Management: Budgeting, forecasting, and long-term financial planning.
- Oversee day to day financial operations, leading and managing the Finance team
- Support the COO to ensure regulatory requirements of all statutory bodies are met, especially in relation to charity accounting regulations
- Managing statutory accounts, external audits, and specialist areas like VAT and Theatre Tax Relief.
- Implement efficient and effective Finance reporting to meet the evolving needs of the business, supporting deep dive analysis for the Executive team where required
- Working with the COO, and SLT on risk management

This job description outlines the principal responsibilities and duties of the post holder. It isn't meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time



**BELGRADE
THEATRE**

Job description



Responsibilities

Financial Leadership and Strategy

- Lead and deliver the financial strategy for Belgrade Theatre to ensure long term financial sustainability.
- Support the COO in shaping financial planning and risk management.
- Prepare annual budgets, forecasts, and cash flow plans aligned with strategic priorities.
- Provide financial analysis and insight to support organisational decision making and business planning.
- Deputise for the COO when required.

Financial Operations and Systems Optimisation

- Oversee and continuously improve financial processes and systems
- Work with external contractors and internal teams to support integration projects between EPOS, CRM, and accounting systems, reducing manual processing and improving data accuracy.
- Proactively identify opportunities for further automation, system improvements, and app integrations that enhance control, reduce costs, or increase capacity.
- Ensure efficient month-end and year-end processes, including reconciliations, accruals, and reporting.
- Maintain oversight of ledgers, payroll, VAT and banking arrangements.
- Ensure compliance and accuracy in grant and restricted fund accounting.

Reporting and Analysis

- Produce monthly management accounts for the COO and work with the COO to produce quarterly reports for the Finance Committee and Trustee Board meetings.
- Report on performance against budget, forecast, and prior year, including cash flow and balance sheet commentary.
- Provide clear and concise analysis and recommendations to support decision making.
- Oversee preparation of detailed project and grant reports for funders and assist the development team with the financial aspects of fundraising bids.

Job description (cont)



Governance, Compliance, and Risk

- Manage the audit process, ensuring delivery of compliant and timely statutory accounts in line with Charity SORP and Companies Act requirements.
- Act as key point of contact for external auditors, HMRC, and other regulatory bodies.
- Work with senior colleagues to ensure appropriate financial controls, risk management, and business continuity plans are in place.
- Maintain awareness of developments in charity finance legislation and best practice.

Leadership and Team Development

- Line manage and develop the finance team.
- Provide leadership, guidance, and professional development, building a collaborative and accountable team culture.
- Work closely with colleagues across departments to improve financial literacy and promote robust financial management across the organization

General

- Work at all times within the Theatre's policies, including but not limited to our Equality, Diversity and Inclusion, Dignity at Work, Environmental, Health and Safety and Code of Conduct for Staff
- Develop a strong understanding of the Belgrade Theatre brand, act as an ambassador for the Theatre in general
- Act as the central point of contact for all staff, partners, local authorities and suppliers in connection with Finance related activities
- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity
- Undertake any other duties which are consistent with the function and seniority of the role including:
 - supporting the Executive in delivery of the strategic aims of the business.
 - attending staff meetings and training courses
 - supporting Guest Nights and Fundraising events

**BELGRADE
THEATRE**

What are we looking for?



EXPERIENCE

Essential:

- Significant, proven experience in a senior finance role, including both strategic and hands-on delivery (qualified accountant ACA, ACCA, CIMA).
- Experience working with modern cloud-based accounting systems.
- Proven ability to design and embed effective financial controls and processes.
- Experience producing management accounts, budgets, forecasts, and cash flow reports.
- Experience liaising with auditors and preparing consolidated statutory accounts under Charity SORP.
- Strong financial and analytical skills with excellent attention to detail.
- Ability to work strategically while remaining hands-on in delivery.
- Proactive problem-solver with a track record of delivering system and process improvements.
- Excellent communication and presentation skills; able to explain finance clearly to non-financial colleagues.
- Collaborative, supportive management style with the ability to motivate and develop staff. Experience of leading a small team.
- High level of integrity, professionalism, and resilience, with the ability to work under pressure and manage competing priorities.
- Commitment to the mission and values of Belgrade Theatre.

Desirable:

- Experience in theatre accounting, Theatre Tax Relief (TTR), and the TTR claims process.
- Experience preparing consolidated management and statutory accounts.
- Experience with Access, or similar modern finance tools.
- Familiarity with CRM and EPOS systems and integration projects.
- Experience in VAT for charities, including cultural exemption.
- Experience of working with Funders, e.g. Arts Council England.
- Experience managing through organisational change

**BELGRADE
THEATRE**

Other info...



- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars

- **Start date:** ASAP
- **Salary:** £43,000 to £52,500
- **Probationary period:** Three months
- **Notice period:** Four weeks during probation, three months following
- **Working Hours:** Your normal hours of work will be 39 hours per week over Monday to Friday. You are expected to offer reasonable flexibility in your working arrangements where it is considered necessary to undertake the duties you have been employed to perform and in the interests of the Theatre. There is no provision for payment of overtime
- **Overtime:** Is not payable but 6th day working and excessive additional hours will attract TOIL (time off in lieu) if agreed in advance with the Line Manager
- **Pension:** Auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available
- **Holidays:** 25 days a year plus 8 Bank Holidays, increasing by a day per year to a maximum 30 days plus 8 Bank Holidays
- **Location:** This role is based at the Belgrade Theatre in Coventry.

BELGRADE
THEATRE

How to apply...

Please apply using the link below:

Apply for the Head of Finance Vacancy

Upload Your Up-To-Date CV

Provide A Cover Letter

Your covering letter should include why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application).

We recommend that you tell us what you can about yourself, with reference to the **Job Description & What Are We Looking For** sections. Please also include any relevant qualifications or training courses attended.

Your covering letter should be no more than two sides of A4/500 words

Alternatively, we can accept applications in other formats, including voice note or video.

By emailing **recruitment@belgrade.co.uk** with Video/Voice Note Application in the subject box.

Your video/voice note of no more than five minutes in length.

What Has Attracted You To This Role And Why You Want To Work For The Belgrade Theatre?

"We truly appreciate your interest in joining our team. We reserve the right to close this vacancy early if we receive a sufficient number of applications."

Our Commitment to Equality

The Belgrade Theatre is proud to be a Disability Confident Employer and is deeply committed to fostering an inclusive, welcoming, and supportive environment for everyone. We actively encourage applications from people of all backgrounds, identities, and experiences—including but not limited to individuals of all races, ethnicities, genders, sexual orientations, ages, faiths or beliefs, disabilities, and neurodiverse conditions.

We believe that a diverse workforce enriches our creative community and strengthens our connection to the audiences we serve. Our commitment to equality, diversity, and inclusion is at the heart of everything we do, and we strive to ensure that all employees and applicants feel valued, respected, and empowered to bring their full selves to work.

If you require any adjustments, accommodations, or assistance at any stage of the recruitment or application process, please do not hesitate to contact us at

recruitment@belgrade.co.uk

with the subject line '**Application Assistance**'. We will work with you to provide the support you need to make your application journey as accessible and comfortable as possible.

**BELGRADE
THEATRE**

How to apply...



If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and complete the disability confident survey via this link: [Disability Confident Survey](#).

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).

“At the Belgrade Theatre, we are dedicated to creating an environment where everyone has equal opportunity to thrive and contribute to telling powerful, diverse stories that reflect us as a vibrant community.”

Winner of Best New Play at the UK Theatre Awards and nominated for Best Production at the Black British Theatre Awards.

**BELGRADE
THEATRE**

BE PART OF IT



Supported using public funding by
Belgrade Theatre Trust
Registered Charity Number 219163

Belgrade Theatre,
Belgrade Square,
Coventry, CV1 1GS
belgrade.co.uk

Box Office: 024 7655 3055





THE PLACE TO

