

# STORYHOUSE



## Director of Finance and People Recruitment Pack

Antigone, 2021, Mark McNulty



Storyhouse, 2017, Becci Lane

# Contents:

---

- **Welcome from the CEO**
- **Our Story**
- **Our Strategy**
- **Our Building**
- **The Role**
- **Application Process**

# Welcome from the CEO

Storyhouse is one of the UK's foremost cultural charities; its home in Chester incorporates a library, theatres and a cinema. It is also an acclaimed theatre producer and runs the country's most successful regional open-air theatre, in the city's Grosvenor Park, as well as the innovative Moonlight Flicks open-air cinema each year.

Storyhouse plays an important part of cultural life in Chester and continues to be a beacon of inspiration for many other cities and towns for the role it has played in social and economic regeneration, its successful and unique integration of world-class theatre, cinema and library facilities as well as its bold, exciting, diverse, and award-winning programming.

It is also a great place to work. We offer a flexible and supportive working environment, value experience as well as skills and qualifications and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

The Director of Finance and People role is a key leadership position, and a brilliant opportunity for someone to join a strong team of people who share our values and are committed to achieving Storyhouse's ambitions.

We hope you decide to join us, Annabel.





Chester Disability Pride Parade, 2023, Mark McNulty

# Our Story

You can find a bit about who we are on our [website](#), discover more about our innovative home and how it came to be in [this case study](#) by Arts Council England, or read about our renowned library in this [blog](#) by the DCMS's library team.

Above all, Storyhouse is a creative community. As a diverse cultural organisation, our home is one of the country's most successful cultural buildings housing a cinema, theatres and a library. Last year we welcomed 735,000 people through our doors. We are both a community hub and combined arts producer.

Our library attracts international recognition, known for its seamless integration, and boasts the longest opening hours of any UK public library.

In 2022, we supported 5,465 young people to connect and create, ran 200 free rhyme-time sessions, created 499 magical performances indoors and outdoors, sold 101,461 theatre tickets and hosted a total of 1,031 cinema screenings.

Visits are roughly split into thirds between event attendances, library users, and wider participation. We enjoyed the support of over 14k volunteer hours and 1,328 different individuals were involved in making and supporting our work.

Grosvenor Park Open Air Theatre, which we founded in 2010, is the UK's largest regional open-air theatre, welcoming over 25,000 every summer.



# This House is Your House

We've become vital part of the region's cultural landscape and a place of safety and support for the community - especially for young people, giving them a space where they can reimagine their place in the world.

Over 40 community groups use us as a base for creative activity each month, including LGBTQIA+ and disability groups, refugee integration activities, mental health support sessions, and groups combatting social exclusion by age.

We work extensively with young people and provide a range of different programmes, from youth theatre and our young company, to young leaders, young programmers, and our many schools and education programmes. Throughout our work we collaborate with local partners throughout to ensure we are reaching the people that would usually have the least opportunity to participate.

Across everything we do, we work to give people the power to build their own creative communities through inspiring stories and shared creative experiences: this house is your house.

As we blend theatre, library, restaurant and cinema services, we share inspiring stories and stage creative events which empower people to nurture their creativity and bring together communities. Through our work, we hope to build a more connected, inclusive and creative community network.

The more open we are to the true and rich diversity of our communities, the more vividly we fulfil our purpose. More engagement from more of our communities will make more of Storyhouse.

We are committed to creating a team which is representative of our communities and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



A Midsummer Night's Dream, 2023, Mark McNulty

# Our Strategy...

Storyhouse is about to enter an exciting new phase in our evolution as we look to develop our programmes, based on a new strategic plan, to deliver world class arts and meet community needs.

### Our Vision:

**Here at Storyhouse, culture is owned by everyone.**

### Our Mission:

**We work every day to be a creative home for our communities.**

### Our Values:

#### **LISTEN CLOSELY.**

True empathy takes effort. So we work hard to understand different points of view.

#### **LOOK AROUND.**

Opportunities can be spotted by anyone, anywhere, at anytime. So we always have our eyes, ears and minds wide open.

#### **SPEAK UP.**

Not everyone's stories have been told. So we use our voices to amplify those that haven't been heard.

#### **STAND UP.**

Debate and discussion make things better for us all. So we don't shy away from a challenge.

#### **REACH OUT.**

Diverse perspectives solve the hardest problems and make the best decisions. So we seek them out, and invite them in.



A Midsummer Night's Dream, 2023,  
Mark McNulty



# Our Resources

Storyhouse is a medium-sized charity with approximately 140 staff and a gross revenue of over £6 million per year. The charity is financially stable, with a number of steady revenue streams, including a 20 year lease and contract for services with the local authority (Cheshire West and Chester) and NPO funding from Arts Council England for 2023 to 2026. Revenue from commercial activities is also essential to the charity's financial stability, and over 57% of its revenue is earned.

Storyhouse runs two wholly owned commercial trading subsidiaries: Storyhouse Production Company Limited - creating and staging Storyhouse Originals theatre productions, and Storyhouse Catering Company Limited - providing a range of catering, retail, cinema, receiving theatre and commercial services.

Despite our financial stability, like all other charities our resources are being eroded by rising costs caused by inflation and higher energy prices, and as a result of the continued cost of living crisis, demand for free-to-access services (such as warm spaces) is increasing.

# Our Building

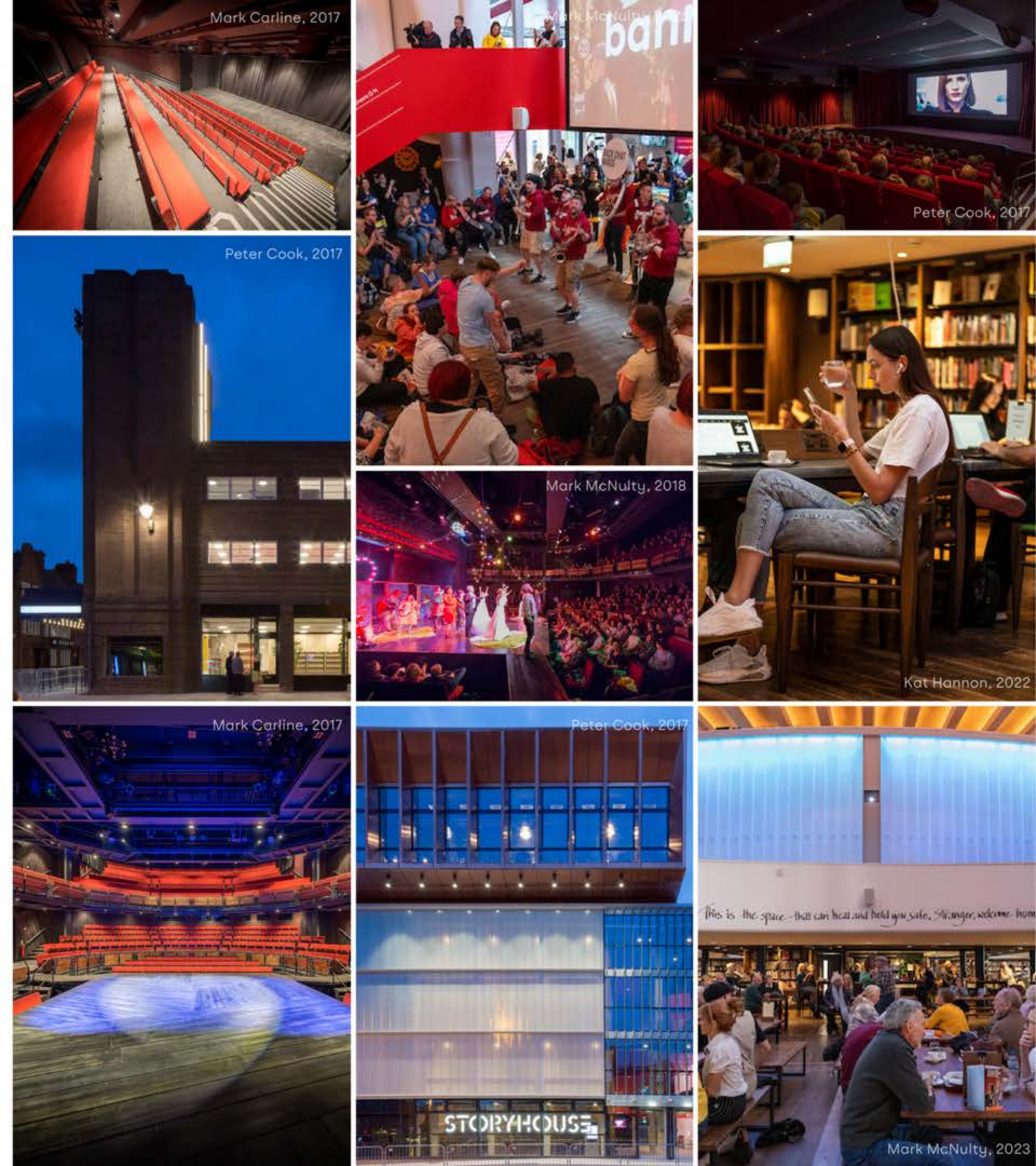
The original parts of Storyhouse were constructed as an art deco Odeon cinema in 1936, and have been restored, extended and renovated into a library, two state of the art theatres, a cinema, restaurant and two bars.

The larger theatre is an 800-seat proscenium arch stage. With state-of-the-art facilities, its auditorium spreads across three tiers: stalls, circle and gallery. This same theatre converts into a 500-seat thrust stage (with the audience wrapping around three sides of the stage). In this format, the auditorium spreads across two tiers with intimate seating putting the audience right in amongst the action.

On top of the building sits the Garret Theatre and Bar. This 150-seat black-box theatre is a flexible, fully-equipped performance, rehearsal or workshop space. It is designed to be full of work made by local creative companies, individuals and community groups, as well as a space we hire to companies and individuals.

The 100-seat boutique cinema is designed to honour the original Odeon's history as a cinema in 1936. With red velvet, and soft, sunken seating, it is a beautiful event space.

The library spreads right through the building, with a dedicated family-friendly area (with wet play, storytelling room and arts and crafts) in The Den and extensive book-stocks covering the walls throughout Storyhouse offering opportunities for studying, learning and research.



# The Role

Our Director of Finance and People is a key part of the leadership team, responsible for the overall company-wide management of the organisations finances, including financial reporting to the Chief Executive and Board of Trustees.

The role is responsible for the day-to-day leadership of the Finance and HR departments and for ensuring the provision of robust and efficient processes, controls and systems to deliver the highest standards of service at Storyhouse.

The Director is also responsible for the day-to-day financial planning and the provision of timely and accurate financial information within Storyhouse and externally, as well as providing key input into financial decision making, particularly with regard to the annual budget and business plan.

You will be responsible directly for our Finance, Legal, Governance, People (HR) and volunteering strategies.



# Role and Responsibilities

## Finance

- Support the Board, Leadership team and Heads of Departments with timely and accurate financial information and analysis to drive decision making, supporting the identification and delivery of initiatives to increase income and reduce expenditure.
- Work with the Leadership team to develop company strategy across all areas of the business, providing financial analysis and guidance on all activities, plans, targets and business drivers.
- Prepare annual and long-term financial plans, revenue and capital, aligned to strategic objectives and incorporating changes to funding.
- Oversee the annual budgeting process and support the Chief Executive in identifying options to ensure the long term sustainability of the organisation.
- Review and interrogate the monthly management reports and prepare supporting commentary.
- Lead on the development of the management reports to include KPI data which identifies the performance of key business drivers and supports both understanding of business performance and decision making.
- Lead on cashflow planning and treasury management and manage the overall cashflow
- Prepare the financial statements for UK Storyhouse Ltd and its subsidiaries
- Be the main point of contact for the auditors during the interim and final audit.
- Ensure timely, efficient and accurate processing of all financial transactions and monthly reconciliation of all balance sheet accounts
- Ensure that the organisations obligations are met with regard to VAT, Theatre Tax Relief, Gift Aid and payroll taxation, producing claims and ensuring compliance with legislation, whilst maximising financial benefit.

# Role and Responsibilities continued

## **Governance & Legal**

Act as the Company Secretary in all matters of corporate governance.

Ensure that finance processes, controls and systems are fit for purpose in terms of efficiency, effectiveness, business support, reporting and effective controls.

Lead on legal, company insurances and crisis management to ensure we are compliant and managing risk of claims effectively.

Manage and service relevant board committees, attending all board meetings and board away days as and when required.

## **People & Payroll**

Support the People department with staffing structure, remuneration and company-wide succession planning and volunteer programme development.

Oversee payroll functions and pensions

# Skills & Experience

Professional accountancy qualification with significant post qualification experience (5 years+), in a charity or not for profit organisation

Significant experience of forecasting, budgeting, and financial planning at an organisational level

Strong working knowledge and experience of charity financial reporting and preparation of statutory accounts

Strong working knowledge and experience of taxation issues (particularly Income Tax, NI, VAT and Gift Aid) and the ability to broaden that knowledge as required.

Experience of interpreting strategic organisational priorities and translating these into operational reality, ensuring alignment and buy-in from all levels of the organisation.

Experience of financial reporting at Board level

Experience supporting HR practices that drive people and performance excellence

Experience of managing or working closely with People and HR functions

A good working knowledge of the use of information technology in financial management. The ability to critically appraise the financial systems, processes and controls, and identify and implement changes to strengthen the control environment.

Creative and innovative thinker

Proven ability to lead, motivate, mentor and develop people and create an open and positive working environment.

Excellent communication skills, with experience of working with non-finance managers.

\*we offer candidates a Guaranteed Interview as defined in the Disability Confident Scheme

# Opportunity and Staff Benefits

Title: Director of Finance and People

Reports to: Chief Executive

Salary: £55,000 to £60,000 depending on experience

Contract: Permanent, Full time. 40 hours per week

30 days annual leave per year including bank holidays, increasing annually up to a maximum of 5 extra days

Birthday day off

A defined contribution pension scheme or a peoples pension scheme

Employee Assistance programme including Medicash

Cycle to work and Travel to work schemes

Hybrid working practices and flexible working requests available from day one

Discounted gym membership schemes

Complimentary tickets and discounts on food and drink

Company sick pay after qualifying service

# Application Process

Applicants are asked to submit a cover letter expressing interest in the role and a CV demonstrating relevant experience online at:  
[www.storyhouse.com/jobs/](http://www.storyhouse.com/jobs/)

Applications should be submitted on or before 10am on Monday 4th December. First interviews will be held Tuesday 12th December and second interviews (if applicable) will be Monday 18th December.

For an informal discussion about the role or support in the application process, please contact our Head of People, Emmeline Coppock at [emmeline.coppock@storyhouse.com](mailto:emmeline.coppock@storyhouse.com).

No agencies please.



Faustus That Damned Woman, 2023,  
Mark McNulty



# GDPR

## Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

STORYHOUSE