

STORYHOUSE

so
incredible.

**Assistant
Accountant
Recruitment
Pack**



Antigone, 2021, Mark
McNulty



Storyhouse, 2017, Becci Lane

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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.

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, 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

As part of our Finance team, you will report to the Head of Finance, supporting with the smooth function of finance operations across all teams at Storyhouse.

You will be responsible for supporting with the preparation of the management accounts, ownership of the sales order process and credit control, ownership of the cash book, and supporting other tasks, as well as ad hoc duties across the Finance team.

This is a role that requires knowledge of basic accounting principles and the ability to problem solve.

The role also requires a high degree of cross-team-working, so you must be comfortable acting as a champion for the Finance team and working closely with other stakeholders across the organisation.



Role and Responsibilities

You will

- Assist with the preparation of the monthly management accounts, including preparation and posting of month-end journals, review of fixed asset register, and monthly analysis work, including balance sheet reconciliations
- Manage the company credit card and expenses processes
- End-to-end management of the sales ledger process, including raising all customer invoices, issuing customer statements, maintaining up-to-date customer data, invoice reconciliations against appropriate systems, and debt control
- Manage the charity's cash book through management of onsite cash duties, preparation of weekly count sheets, posting of cash transactions, and reconciliation of bank account transactions to finance systems
- Support the Finance team with other administrative tasks, such as maintaining and responding to all emails in the shared inbox, assisting with the preparation of financial statements, assisting with audit queries, attending all relevant finance meetings, and assisting with any other ad hoc duties

Role and Responsibilities (continued)

You will

- Act in accordance with Storyhouse's policies and procedures, and undertake any training as required by Storyhouse.
- Act as a role model for other staff and contribute to the life of the organisation as a whole.
- Carry out any other duties as may be required as part of the Assistant Accountant's role.

Skills & Experience

Excellent IT skills, including knowledge of Excel including V/XLOOKUP, SUMIFS, pivot tables, IF statements (essential)

Self-motivated and able to work as part of a small team

Good attention to detail

Trustworthiness, discretion, and the ability to maintain confidentiality at all times

Ability to prioritise – with concurrent duties, tasks will need to be prioritised accordingly

Ability to support and guide non-finance colleagues on financial matters

Flexibility – willingness to provide cover carrying out standard tasks in times of high workload

Experience supporting the preparation of management accounts (essential)

Experience producing/preparing financial reports, including analysis and commentary on variances (essential)

Experience leading on sales ledger, including raising invoices and credit control (essential)

Experience of cash handling and management, from counting to posting to the finance system (desirable)

Experience working for a not-for-profit organisation (desirable)

Experience supporting groups and sales teams in a hospitality environment (desirable)

Experience using Sage 200, Spektrix, Artifax and Tevalis (desirable)

Opportunity and Staff Benefits

Title: Assistant Accountant

Reports to: Head of Finance

Salary: £25,000-£30,000 depending on experience

Contract: Full time, 40 hours per week. 12-month fixed term contract, starting September 2024

30 days annual leave per year, including bank holidays, increasing annually up to a maximum of 3 extra days (pro rata)

Birthday leave

A defined contribution pension scheme or a People's Pension scheme

Employee Assistance Programme

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/

Applications should be submitted on or before Sunday 8th September 2024. We will review applications and interview suitable applicants as they are received. This role will close early if a candidate is successful before the advertised close date.

For an informal discussion about the role or support in the application process, please contact our Head of People, Emma Hutt, at peopleteam@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.

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