

# TRON THEATRE



## HEAD OF FINANCE

### RECRUITMENT PACK & JOB DESCRIPTION



MARCH 2024

# WELCOME

Thank you for your interest in this exciting opportunity to become Head of Finance at the Tron Theatre. This is a new senior role that will form part of the small team that devises strategy for, and manages, our operations.

We are passionate about the power of theatre to enrich, engage and excite, and the need for it to be accessible to all. We're in an area of Glasgow that serves some of its most disadvantaged communities and we believe that now, more than ever, the Tron is a vital resource for

community engagement, for telling stories that need to be heard, for nurturing new talent and for providing stimulating, thought-provoking and entertaining theatre experiences.

The new Head of Finance will play a vital role in ensuring the future success of the Tron, and will work closely with the Executive Director and Artistic Director to identify innovative ways to deliver the artistic vision whilst diversifying income generation.

There is more information in the Recruitment Pack but, if you share our passion and values and think you can help lead us through the next phase of our journey, we look forward to hearing from you.

**Patricia Stead**

**Executive Director**



## ABOUT US

The Tron Theatre has, since its inception in 1982, built a reputation for producing and presenting ambitious, contemporary, world-class theatre, reflecting the world we live in and representing the people of Glasgow and Scotland. It has established itself as a vital, creative hub for the Scottish theatre sector, a powerhouse of home-grown new writing and a vital supporter of emerging and mid-career talent.



Located in Glasgow's Merchant City, the theatre consists of an atmospheric 230-seat Main Auditorium, 62-seat Changing House studio, a workshop space, the Victorian Bar (now converted into a workshop and rehearsal space), dressing rooms, a 'get-in' area, café bar, box office and office accommodation for administration and production staff.

We are a thriving creative and cultural hub for the local arts community with creatives encouraged to use our public spaces for meetings, rehearsals and workshops.

We receive annual funding from Creative Scotland (under its Regular Funding for Organisations programme) as well as from a variety of trusts, foundations, corporates and individuals. Our current annual turnover is £1,849,890. Fair Work and Equality, Diversity and Inclusion are at the core of everything we do, as is our Green commitment to reduce our carbon footprint to net zero.

**A POWERHOUSE OF HOME-GROWN NEW WRITING AND A CRITICAL SUPPORTER  
OF EMERGING AND MID-CAREER TALENT**

## WHO WE ARE

A Glasgow institution with a mighty and bold reputation, which launches careers, nurtures ideas, creates opportunities, takes risks, seeks out and believes in potential. We are an integral, essential cog in the Scottish theatre ecosystem.



## OUR VISION

To deliver socially and politically engaged theatre that connects with the people of Glasgow and beyond.

Our “community” is the people of Glasgow, who are at the heart of everything we do: our productions, programmes, participation and partnerships.

Our artistic programme in its widest sense is our inspiration and provides the mechanism to connect, support, influence and deliver everything we do.

Our Business Plan is an evolving document that shapes our key objectives for the next five years. It sets out how we will deliver those objectives and how we will evaluate our progress, learning, growing and adapting as we go.

## OUR INTENTIONS

All of our work creates meaningful and relevant opportunities for connection and exchange with the people of Glasgow.

Our communities, audiences, participants, creatives, partners, collaborators, staff and Board, reflect Glasgow’s rich diversity.

We are an essential component in the Scottish theatre infrastructure, supporting progression by offering vital early to mid-point support for those involved in creating, producing and making theatre.



# OUR VALUES

**Collaboration:** informs our approach to making theatre, engaging artists and communities, welcoming and involving audiences. It encourages a shared sense of belonging for our staff and everyone we work with.

**Relevance:** being agile in how we nurture, develop, produce and present work, ensuring we stay curious and relatable and how we respond creatively to our sector's challenges and to those of our local communities.

**Excitement:** actively seeking out new ideas, providing a safe environment for artists, participants and audiences to explore and experiment, whilst having an edge.

**Honesty:** committed to being facilitators, not gate-keepers, being transparent in how we invest in our work and our commitment to our communities.



# OUR PRINCIPLES: WHAT IS IMPORTANT TO US

- Generosity and Respect
- Nurturing
- Community; knowing who we are here for, creating a sense of belonging and connection.

## OUR WORK

The Tron Theatre is one of Scotland's leading middle-scale producing venues. We are committed to staging new work together with Scottish premieres of contemporary classic work in our Main House and smaller Changing House studio.

We curate an eclectic programme of professional work throughout the year which responds to the cultural interests and needs of the diverse communities of Glasgow and beyond, always with social and political engagement as our core driver.

We are a focal point in Scotland for developing new and early to mid-career talent in theatre-making. We provide opportunities for local people of all ages and abilities to get involved in acting, writing for theatre, performing and learning about non-acting roles in the theatre sector.

## THEATRE PRODUCTIONS:

Since re-opening in Autumn 2021, post-lockdown, the Tron has enjoyed a very successful run of productions and, indeed, played to many packed houses. In March 2024 we very successfully re-presented David Ireland's provocative *Cyprus Avenue*, with David Hayman in the lead role, at the iconic Pavilion Theatre. The Tron had staged the Scottish premiere of this important work in 2023 to full houses. We recently re-mounted Eilidh Loan's *Moorcroft*, again to full houses, prior to a Scottish Tour in partnership with the National Theatre of Scotland. Our Autumn 2022 production, *La Performance*, was a co-production with IVT- International Visual Theatre, Paris and was performed by deaf actors from both Glasgow and Paris. It was presented in both cities in Summer 2023 with support from the British Council.

The Tron's annual pantomime has a distinct and highly irreverent style of its own and has become a Glasgow institution at the Festive Season.

Alongside in-house, Tron-produced work, the Tron programmes performances by visiting theatre companies throughout the year, in both the Main Auditorium and the Changing House spaces.



# TRON CREATIVE LEARNING & PARTICIPATION

Tron Creative Learning and Participation provides opportunities to participate in art activities for all ages, abilities and socio-economic backgrounds. All classes and workshops aim to develop new skills, provide opportunities to meet new people and welcome participants as they become part of the Tron Participation family.

Activities include Tron Youth Theatre, Tron Community Choir, Write Tron creative writing classes, Tron Ambassadors Work Experience Programme and Tron Studio - our community ensemble.

Our aim is for those participating in the Creative Learning programme at the Tron to be reflective of Glasgow's rich cultural landscape. Different backgrounds bring different perspectives, allowing us to learn from and with one another. We actively recruit from a wide range of protected characteristics groups via free taster workshops, bursary places and Pay What You Can schemes.

Our aim is to ensure Creative Learning is built into our Tron Productions throughout the year, working together to engage our local communities, reflecting their lived experiences and learning from them how to programme work that is relevant, diverse and inclusive. We offer a Schools' Programme with workshops inspired by Tron Productions. Many of our creative learning workshops and drama sessions lead to performances on both main stage and in studio settings.





## TRON CREATIVE

We are committed to enabling local, early to mid-career theatre makers to develop work and we provide access to the Tron's resources wherever possible to enable new work to be explored and developed. We encourage and support the vibrant and talented community of creative practitioners making theatre in Glasgow.



Our Creative Programme responds to the needs of the creative community. It includes commissions, funded residencies with technical and production support, Assistant Director and Design Assistant opportunities, in-kind artist development support, structured networking events, showcasing new work by early career theatre-makers, producer school, funding advice and learning opportunities tied closely to both our Tron Productions and our visiting company programme.

## TRON STRUCTURE & STAFF TEAM

The Tron's governance is overseen by a skilled Board of Directors who bring a wealth of knowledge to the organisation. The Tron has a small, highly-experienced core senior management team: the Executive Director and Artistic Director manage Heads of Department for each operational area of the organisation.

## ENVIRONMENTAL POLICY

We recognise our responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and strive to continually improve our performance as an integral part of our business strategy and operating methods. We actively encourage all staff, audiences, participants, customers and stakeholders to adopt a responsible approach toward the impact of their actions on the environment. We have an internal Green Team which meets regularly to review the implementation of this policy and our progress against our targeted improvements. We are active members of the Green Arts Initiative, an accreditation scheme that enables us to become greener in our activities, and become part of a growing network of arts and cultural organisations working hard to reduce their environmental impact.



# EQUALITIES, DIVERSITY & INCLUSION

At the Tron we are committed to diversity and inclusion, providing equality of opportunity for our staff; permanent, freelance and sessional, to our audiences, participants and customers and to our local community. Some examples to illustrate our commitment are:

**Board** - we work hard to create a diverse board with Directors from different backgrounds and with different lived experiences.

**Programme** – Engaging our local communities in our Tron Productions is one of our priorities for the future. Making work that is relevant to them and reflects their lived experiences, whilst also inspiring us to understand how we can better embed diversity and inclusion across our organisation and our work, is essential to our future vision. For example, our recent production of Moorcroft, a new play about friendship and tenacity which tackled toxic masculinity, enabled our Creative Learning team to work with local community football team Kickin' On, an organisation that supports those with lived experience of mental health and addiction. More than 55% of the Moorcroft audience had never attended the theatre before.

**Audience** - each year hundreds of local children and families experiencing disadvantage attend our panto for free through our Pay it Forward programme. Since 2016, we have donated 1750 tickets to local organisations including the Scottish Refugee Council, NSPCC, Marie Curie and Women's Aid. From 2024 we will extend the Pay It Forward programme to offer tickets to Tron Productions throughout the year to local community groups.

We are currently creating our Equality, Diversity and Inclusion plan for 2024 - 2029. In this we will set ourselves targets for our organisation and our work across the nine protected characteristics and including socio-economic disadvantage. We are developing this plan in consultation with the creative sector, representation from our local communities and with full engagement from our staff and Board members. We recognise we need to do more. We know we have much to learn and our action plan will set out year on year how we will do this, reflecting and adapting as we go to ensure diversity and inclusion is at the heart of everything we do.



# **JOB DESCRIPTION**

**Job Title: Head of Finance (HoF)**

**Reporting to: Executive Director (ED)**

**We are seeking a strategic and motivated Head of Finance to join our team. The HoF is a new senior leadership role, reporting into the Executive Director. The HoF works closely with the Executive Director (ED) and Artistic Director (AD) to prepare and deliver a strong financial strategy for the Tron, influence business model change, streamline current processes through systems change and business improvement initiatives and create a robust business framework to allow for future growth.**

**Working at both a strategic and operational level, the HoF provides support to the Board and the executive and senior management teams on all financial matters. They deliver planning and analysis to inform strategic-level decision making, whilst keenly overseeing the overall accounting processes and the Finance Team.**

**The HoF will:**

- lead, in consultation with the ED and AD, all financial planning and strategic budget development and management for The Tron Theatre and its subsidiaries**
- provide support strategically and operationally to the senior management team and Board on financial matters**
- review, develop and improve the organisation's financial accounting, management accounting and budgeting processes and systems**
- develop robust internal controls, cashflow reporting and forecasting disciplines, liaising with heads of departments on the preparation of departmental budgets**
- ensure timely reporting to the AD, ED, Board and key stakeholders eg Creative Scotland and prepare quarterly management accounts, budgets, forecasts and cash flow reports**
- ensure timely preparation of financial statements on a monthly and quarterly basis and provide external auditors with the necessary information to complete the statutory accounts**

# KEY RESPONSIBILITIES & SPECIFIC ACCOUNTABILITIES

## Financial Strategy and Planning:

- Develop and implement financial strategies aligned with the overall objectives of the organisation
- Provide financial insights and guidance to the ED and AD to support strategic decision-making
- Drive the annual budgeting and forecasting process, ensuring accuracy and alignment with organisational goals

## Financial Reporting:

- Produce monthly management accounts in a timely manner
- Communicate financial results and analysis to the ED, AD and Board, identifying key trends and areas for improvement
- Ensure compliance with relevant accounting and charity standards and regulations

## Risk Management:

- Evaluate and manage financial risks, proposing mitigating strategies when necessary
- Implement and monitor internal controls to safeguard company assets and ensure compliance with financial regulation

## Cashflow Management:

- Optimise cashflow through effective management of receivables, payables and working capital
- Develop and implement strategies to enhance liquidity and minimise financial risk

## Team Leadership:

- Provide leadership and direction to the finance team, along with mentorship, guidance and professional development opportunities
- Foster a collaborative and results-oriented culture within the Finance Department so that all financial and reporting obligations are met



# KEY RESPONSIBILITIES & SPECIFIC ACCOUNTABILITIES

## Financial Systems and Processes:

- Continuously evaluate and enhance financial systems, processes and tools to improve efficiency and accuracy
- Be aware of technological advancements in finance systems and recommend appropriate upgrades

## Financial tasks:

### Be responsible for:

- General Ledger
- Sales ledger
- Purchase Ledger
- Payroll
- Contractual payments, royalties, recharges
- Credit and corporate card accounts reconciliations
- The preparation of VAT returns and all relevant PAYE and pension reports
- The preparation of monthly and quarterly management accounts, including variance reports and Income & Expenditure and Balance Sheet reports, providing internal reporting of details to departmental managers
- Providing external auditors with the necessary information to complete the statutory accounts
- Financial planning, including cashflow management and projections
- Providing assistance to heads of departments on the preparation of departmental budgets
- The maintenance of all internal controls

## Relationship Management:

- Cultivate strong relationships with internal and external stakeholders, auditors and regulatory bodies
- Collaborate with all departments to ensure alignment between financial goals and operational objectives

# KEY RESPONSIBILITIES & SPECIFIC ACCOUNTABILITIES

## **Organisation-wide:**

The following responsibilities are shared by all staff members organisation-wide:

- **Work for the benefit of the whole organisation**
- **Be aware of current working practices and undertake any necessary internal or external training in accordance with the requirements of Tron Theatre Limited and legislative changes**
- **Comply with Tron Theatre policies including Fair Work, Equality, Diversity and Inclusion, Net Zero, Health and Safety and all other policies included in the Employee Handbook**
- **Attend all regular staff and departmental meetings that may be arranged**
- **Keep up-to-date with the activities of the organisation**
- **Undertake additional duties as may reasonably be required arising from the nature and character of the role within the Finance department or in a comparable role in any of the organisation's other departments.**

## **HR:**

- **Carry out annual appraisals and regular one-to-one meetings with direct reports**
- **Encourage and support direct reports to explore CPD opportunities working with the ED to identify training, courses and on-the-job experience for group or individual participation**

**This is a description of the role as it is constituted at the date shown.**

**It is the practice of the organisation to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes.**

**The ED, in consultation with the post-holder, will conduct this procedure.**

# PERSON SPECIFICATION

## **Education and Qualifications:**

- **Qualified accountant to at least CIMA, ACCA, ACA or CIPFA level, and will be a member of a relevant finance body**

## **Job Knowledge:**

- **Proven track record of working in a dynamic, forward-thinking and proactive finance department**
- **A minimum of three years working within a finance leadership role and developing a high-performance team**
- **Ability to communicate effectively and interpret complex financial information to ensure it can be used by a range of stakeholders to make informed decisions**
- **Excellent leadership and team management skills**
- **Good working knowledge of finance systems for all accounting functions**
- **Demonstrable process change management experience**

## **Desirable but not essential:**

- **Knowledge of Sage accounting software**
- **Experience in the Scottish charitable sector**
- **Experience and/or an interest in arts, culture, the third sector**

## **Personal Attributes:**

- **Strong problem-solving skills and the ability to make decisions based on accurate and timely analysis**
- **Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.**
- **Ability to handle high levels of pressure and critical decision-making**
- **High integrity and openness combined with commitment to good governance**
- **Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success**
- **A genuine interest in delivering the role of Head of Finance within a theatre environment**



# TERMS & CONDITIONS

The Tron supports flexible working hours and family-friendly/care-friendly policies. Whilst working from home is also supported, the Head of Finance would be expected to be present in the office for a minimum of three days per week.

Salary: £45k pro rata 0.8fte (0.6fte considered)

Holiday entitlement: 16 days plus Bank Holidays (based on 0.8fte). Holiday entitlement is based on an incremental increase year-on-year based on length of service as at the beginning of the financial year, rising to a maximum of 25 days pro-rata.

Location: Glasgow city centre

## HOW TO APPLY



A letter of application outlining why you are right for the role, together with a full curriculum vitae including the names and addresses of two referees should be sent to: [patricia.stead@tron.co.uk](mailto:patricia.stead@tron.co.uk)



No referee will be contacted without the applicant's consent.



All applications will be treated in the strictest confidence.



We welcome applications in video or audio file as well as in writing. Any video or audio files should be no more than 8-10 minutes and submitted via We Transfer to: [patricia.stead@tron.co.uk](mailto:patricia.stead@tron.co.uk)



Please also download and complete the equal opportunities monitoring form: <https://tinyurl.com/Tron-EM-form>



Application deadline: **12 noon, Friday 12 April 2024**  
Dates for interviewing shortlisted candidates are: **29 & 30 April 2024**

If you are invited to interview you will be asked about any access requirements you may have to allow us to prepare positively for your needs and/or adjust the interview schedule for your convenience.

The interview panel will be confirmed to shortlisted candidates and will include the Executive Director.

## FOR MORE INFORMATION ABOUT TRON THEATRE

Visit our website: [www.tron.co.uk](http://www.tron.co.uk)



The Tron Theatre is a Scottish Registered Charity No: SC012081  
Funded by Creative Scotland