

Northern
Ballet

Candidate brief for the position of

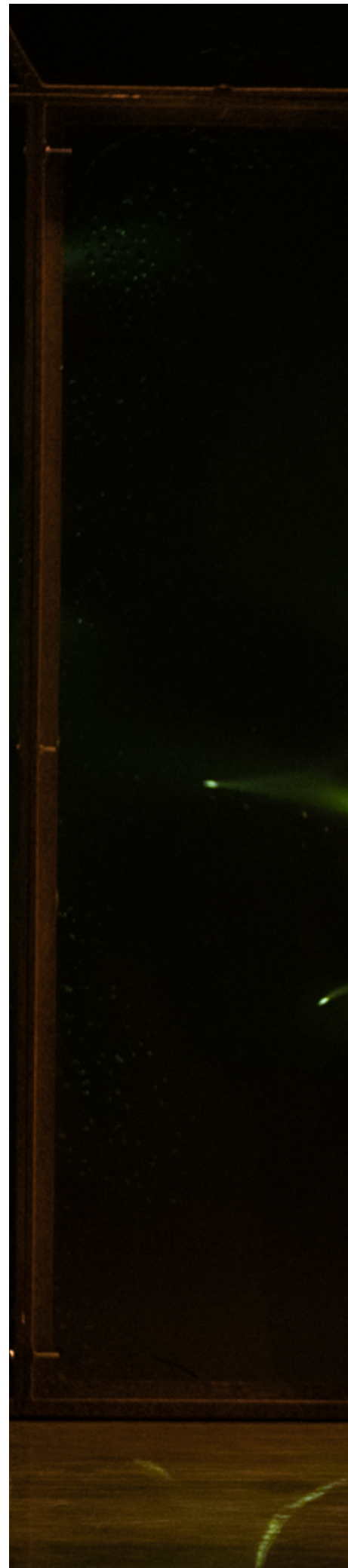
Finance Director

November 2022



Contents

About Northern Ballet	4
A Centre of Excellence	6
Diversity & Equality	7
The Role	8
Person Specification	9





Front: Julie Nunès in *The Nutcracker*. Photo George Liang.
Above: Dominique Larose and Javier Torres in *The Great Gatsby*. Photos Emma Kauldhar.

Introduction

Based in Leeds with a major presence in the city, Northern Ballet tours widely across the UK, creating full-length narrative ballets, mixed repertoire, and productions specifically for children.

We have our own studio theatre in our purpose-built facility in the city centre, programming dance from UK and International companies. Our programme is supported by a wide reaching learning programme and professional training routes provided by our Academy.

Northern Ballet is a registered charity benefitting from regular funding from Arts Council England (ACE) and this is an exciting time as we embrace the ACE strategy, Let's Create, whilst developing our own new five-year vision and strategy for the Company. We have recently been successful in securing an uplift to our core grant, which will total £3,289,000 for each of the years between 2023-26.

We also enjoy support from Leeds City Council and are a key part of the Leeds culture offering. During the recent pandemic, Northern Ballet developed its digital strand creating many short and full-length films and we are keen to build on this success.

Northern Ballet has recently appointed a new leadership team with Federico Bonelli in place as Artistic Director, David Collins in position as Executive Director, and Guy Perricone as Chair. The last two to three years have been challenging for most arts organisations, but having come through Covid we have a strong foundation and exciting new leadership to take the company on to new heights of success. The Finance Director will be a crucial member of the new leadership team, joining a world class ballet company as it enters a new era.

Breaking down barriers to world-class ballet

Northern Ballet breaks down barriers to world class ballet, telling unexpected stories that move audiences, across the country and online. We aim to reach as many different people and places as possible with our passionate storytelling, mastery of classical dance technique and live music.

We create innovative full-length ballets and tour these to as wide an audience as possible, alongside pieces from existing repertoire. We are an extraordinary company, rooted in the North, with a national reach unmatched by other arts organisations, and an international profile.

Excellence and diversity are recognised as critical to all areas of the organisation. We are committed to diversifying audiences. We remain committed to the Creative Case for Diversity as Let's Create becomes our focus in 2022/23 and beyond as we embed the four investment principles into our work.

We are proud to deliver more performances than any other British ballet company to the most diverse audiences throughout the UK and beyond. The breadth of the tour is unrivalled by any other and the geographic range of our tour remains hugely important to us for developing relationships with our audiences and funders.

We are committed to producing a programme of new creations and collaborations as well as reviving existing works; performing ballets for children; developing diverse choreographers; continuing the expansion of our digital output, whilst increasing the diversity of those who work for, and with us.

Ballet is still inaccessible for far too many people, but everyone deserves to experience the best of ballet. We want to build the audiences of the future by taking them on a journey from being ballet avoiders right

through to becoming ballet lovers. We break down barriers by:

- Telling stories that connect
- Travelling far and wide
- Impacting communities
- Nurturing exciting and diverse creatives
- Amplifying our mission with digital



A Centre of Excellence



Northern Ballet is one of the world's leading narrative ballet companies.

**'A Company that boasts the best
dance actors in the world.'**

Dance Europe

'Polished, vivacious and expressive'

The Stage on *Made in Leeds:
Three Short Ballets*

'Northern Ballet is back with a bang'
The Telegraph on *Dangerous Liaisons*



**'Northern Ballet has never been a
company to shrink from a challenge'**
The Telegraph on *The Great Gatsby*

**'A beautifully filmed whirl of pleasure
and pain, liberty and confinement'**

The Guardian on *Ma Vie*, a
Northern Ballet original short film

**Nominated Outstanding Company
for the 7th year running**
National Dance Awards 2022

**Nominated Outstanding Female
Classical Performance for Antoinette
Brooks-Daw in *Merlin***
National Dance Awards 2022

Nominated for Excellence in Touring
UK Theatre Awards 2022

Diversity & Equality

We are proud that 40% of our dancers are from ethnically diverse backgrounds and we continue to seek opportunities to further increase diversity throughout the whole Company. We continue with our long term strategy by developing the 'Spotted!' programme at local schools to ensure any child with the potential to pursue a career in ballet is nurtured and supported to do so.

We work to an accessible pricing structure in all venues, with premium tickets available alongside entry prices of around £10/£15. Our Children's Ballets continue to be priced accessibly to reduce barriers to attendance, with an average ticket price of around just £7.

We offer accessible performances for visually impaired patrons through audio described performances in partnership with VocalEyes.

We continue to deliver relaxed performances of Children's Ballets in the Stanley & Audrey Burton Theatre and work with partner venues to encourage and support them to do the same.

At our state-of-the-art studios we deliver [Ability](#), our dance course for adults with learning disabilities and for wheelchair users.

The Academy of Northern Ballet

We offer opportunities for people from all walks of life and of all ages and ability to experience the joy and excitement of dancing. Our [Centre for Advanced Training \(CAT\)](#) delivered in partnership with the Northern School of Contemporary Dance, continues to grow and proves highly successful in providing high quality dance training to young people enabling them to succeed in entering vocational training. CAT graduates from the ballet strand have continued onto training at the Royal Ballet Upper School, English National Ballet School, Central School of Ballet, Royal Conservatoire of Scotland, Elmhurst, the School of Hamburg Ballet and National Ballet of Canada School.

Our [Associate Division](#) offers training in classical and contemporary dance and is a less time intensive course with less focus on progression to a career in dance.

Our [Professional Graduate Programme](#) is an exciting one-year classical ballet finishing course designed to make the connection between full-time training and professional performance.

We also offer a range of Open Classes to children, young people, adults and older people of all backgrounds and ability.



Websites for Further Information

northernballet.com

digitaldance.org

northernballet.com/academy

The Role

Job Title:	Finance Director
Location:	Based in Leeds – Hybrid working possible with minimum 2 days on site
Reports to:	Executive Director
Direct Reports:	The Finance team is currently made up of 3 members: Finance Manager: Northern Ballet Management Accountant Finance Assistant
Key Relationships:	The Finance Director will work closely with the Executive Director, the Board and Senior Management team. The Finance Director will also liaise with the organisations who provide professional services for Northern Ballet
Purpose:	To work as part of the senior management team providing support and stewardship for financial matters

Key Responsibilities

- To ensure the Company/Group has efficient and effective financial control and reporting mechanisms, including budgets, management accounts, statistics and cash flow forecasts
- To prepare the annual budget with Executive Director and Heads of Department and to monitor progress against targets.
- To prepare consolidated financial accounts and to liaise with the Company's auditors; to ensure that the Northern Ballet group is compliant with changes in legislation and accounting standards
- To maintain good relations with the Company's main funders, its bankers, solicitors, insurance brokers, pension advisers, tax advisers and investment bankers
- To oversee the provision of all financial services including payroll, income collections, creditor payments, banking, insurance, investment and to administer the pension arrangements on behalf of staff and, with the Executive Director, to be responsible for the Company pay structure
- To be responsible for all necessary statutory returns including PAYE, VAT, Theatre Tax Relief, Film Tax Relief, Gift Aid, Corporation Tax, Companies House, National Statistics, Entrust and the Charities Commission
- Contribute to the development of strategy for the Company
- Maintain strong links to other finance professionals in the sector, sharing knowledge as appropriate
- Keeping up to date with accounting, tax, regulatory and other relevant changes, ensuring your own continuing professional development and planning for any implications for Northern Ballet
- Company Secretary of all group companies
- To act as a Director of Info Display Limited and Northern Ballet Productions Limited

Person Specification

Skills, Experience & Knowledge

- FCA, ACA or CIMA qualified with strong technical accounting and tax skills experience
- Experience in financial roles at a senior level, managing all aspects of running a finance function and dealing with a range of activities
- Extensive experience of managing staff with the ability to lead, delegate effectively and motivate a team
- Excellent communication skills, both written and oral, with the ability to convey financial concepts in laypeople's terms
- Demonstrated ability to build strong relationships, through a genuine interest in people, creating effective partnerships with stakeholders at all levels both internally and externally
- Demonstrated ability to think strategically and act with integrity, looking for ways to support Northern Ballet whilst remaining independent, objective and working within the bounds of all accounting standards and regulations
- Experience of working with a non-executive board of trustees
- The ability to work flexibly in a creative, fast moving environment and understand the importance of artistic risk taking and to respond to it positively
- Lateral and creative thinking skills.

Disposition/Attitude

- Positive, determined, energetic and resilient
- Flexible and adaptable - an enthusiasm for rethinking accepted norms
- Articulate and persuasive, both orally and in writing
- The gravitas and presence to be able to inspire and motivate others both internally and externally and to carry credibility with all stakeholders
- A good team player with the ability to get results through discussion, explanation, negotiation and appropriate compromise
- A good listener
- Strong networking and relationship building skills
- Outgoing and self-motivated
- A genuine and keen interest in the arts.

Terms

Salary:

£55,000 to £65,000 per annum, depending on experience.

Hours:

The post may be offered as either 0.8 or a full-time position. However, the post holder will be expected to work such reasonable hours as the needs of the post demands.

Normal office hours are Monday to Friday, 9.30 am – 5.30 pm with an hour for lunch.

Annual Leave:

5 weeks paid holiday (each week of entitlement being a normal working week from Monday to Friday) in each holiday year with incremental increases for long service.

Probationary Period:

6 months.

Notice Period:

4 months following probationary period.

Pension:

The Company operates a group personal pension scheme, with contributions from both the employer and the employee. Current contributions are Employer 5.75%, Employee 4.25%. Permanent full and part time staff are automatically enrolled after 12 weeks in post.

Closing date for applications Midday on Monday 12 December

First interviews will be held on **16 and 19 December**.

Second round interviews will be in **week commencing 2 January**.

To apply, please send your CV and covering letter to **Heather Hazel**:

e: heather.hazel@northernballet.com