



**CentreStage** 

POSITION PROFILE

Financial Controller



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Founded in 2006, CentreStage is a dynamic, inclusive, and incredibly exciting arts centre in the heart of Kilmarnock, Scotland. Their vision as a charity is to build an energetic and inclusive community with the arts at its core. A place where everyone, regardless of their age or background, is supported and empowered to fulfil their potential. Their model is underpinned by their core values of hope, inclusion and aspiration.

CentreStage is for everyone, of any age and from any background. They offer free creative opportunities for disadvantaged children and young people, care-experienced people, people with Additional Learning Needs, older adults, people with dementia, and anyone else who wants to experience the arts in a place where they feel safe, valued, and inspired. By removing barriers and creating a community connection, they can help improve the well-being of their participants. Quite simply, they provide a sense of belonging, improve self-belief, and develop unbelievable confidence.

Beyond connecting people to the arts and with one another, they lease rooms in their building to a range of charities in their 'Neighbourhood' space, where they can introduce people to organisations who have the skills, expertise and knowledge to help them on an individual basis, maximizing impact and minimizing duplication. They are essentially creating a network of services within the centre, giving everyone the support, conditions and opportunity to shine. The model is very simple; come to CentreStage to explore wonderful artistic experiences and, where required, they will introduce you to specialist community services.

After completing Scotland's largest Community-Led Asset Transfer, they are now operating from the site of the former Kilmarnock Academy. Everything at CentreStage is still built on that original ethos and supports the delivery of their organisational vision and values.



Centrestage has experienced a significant period of change over the last three years. A £5m capital expenditure programme commenced in 2019 to redevelop the former Kilmarnock Academy, including its Historic Building, into a 250-seater theatre, café, bar and studio spaces for their creative learning classes, charitable projects and commercial tenants. The aim was to bring all of their activities under one roof, create a place where everyone would be welcome and feel safe, grow their self-generated income and reduce their reliance on Trust and Grant funding. The pandemic resulted in all of their premises being shut down and the loss of much of their income stream. However, despite everything and thanks to a small but dedicated core team, CentreStage opened the doors to their new home in August 2021. Covid created a few more hurdles along the way but they navigated around these and are now fully operational.

This is an exciting time as Centrestage welcomes a new CEO and a new Chair who each bring extensive leadership, commercial and social entrepreneurial skills to lead Centrestage through its next crucial growth phase.

Centrestage is looking for an experienced and proactive Financial Controller. This is a business-critical role, reporting to the CEO and having full oversight and ownership of all financial matters.





The Financial Controller role is a great opportunity to join an organisation and play an integral role in their future growth of self-generated income. The position is wide-ranging and will require a candidate who can be flexible in their approach and, importantly, is highly motivated by contributing to the future success of a well-established charity focused on making an impact on the communities around them.

## Key Activities and Responsibilities

As a key member of the Management Team, the Financial Controller will:

- Work with the CEO and the Board of Trustees to prepare a strategic long-term plan
- Work with the Management Team to prepare budgets
- Have oversight of all operating costs across the business, ensuring relevant departmental managers are managing costs within budget
- Provide financial assistance to other departments as and when required
- Work with, counsel and influence other Managers and staff
- Produce management information as required by the Management Team and the Trustees
- Challenge operational procedures and commercial decisions to ensure value for money and protection of reserves
- Record all financial transactions ensuring compliance with statutory accounting and regulatory requirements of charity and company law and of their funders
- Ensure effective management of cashflows through robust forecasting
- Reconcile all balance sheet accounts
- Prepare annual accounts and year-end schedules, working closely with their external auditors to fulfil all requirements
- Ensure that internal controls, policies and procedures promote the continued reliability of accounting systems to safeguard their financial position
- Regularly review the risk register and identify material financial matters and potential mitigations thereof
- Act as the key contact during the Group's annual insurance policy renewal ensuring adequate cover is in place
- Preparation of monthly Payroll, Pension and Tronc
- Preparation of monthly VAT returns
- Preparation of tenant leases and management of the collection of deposits, rents and other charges
- Invoice event and room hire bookings
- Negotiate and manage utility contracts
- Assist with budgets for Trust and Grant funding applications
- Manage and report on existing Grant funding



## Qualifications and Experience:

- Qualified Accountant (ACCA/CIMA/ICAS or equivalent)
- Proven ability in producing management accounts
- Experience in managing audits and preparing statutory accounts
- Experience in staff management
- Ability to analyse and interpret financial information
- Business partner with contacts across the organisation out with Finance

### **Desirable**

- Knowledge of the arts and/or voluntary sectors
- Experience of charity accounting requirements
- Previous HR experience





In addition to a competitive salary in the region of £40,000-£50,000 per annum (Full Time Equivalent), there are 30 days holiday per year including public holidays. The working hours are flexible, with the organisation ideally looking for someone to commit to either 3 full days or shorter days spread over 5 days. There is also potential for the days to increase in time to 4 full days. The role will be based primarily onsite in Kilmarnock.



**Hazel Wynn, CFO Services**

T: 07498 944 280

E: [hazelwynn@rutherfordcross.com](mailto:hazelwynn@rutherfordcross.com)

## The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- First round interviews are with the Financial Controller and CEO
- Second round interviews are TBC
- Applications should be sent to Hazel Wynn at Rutherford Cross:  
[hazelwynn@rutherfordcross.com](mailto:hazelwynn@rutherfordcross.com)