



# NEW VIC

**Head of Finance  
Information Pack  
February / March 2026**

## Welcome

Thank you for your interest in the post of Head of Finance at New Vic Theatre.

We are looking for a Head of Finance to join our theatre Finance Team, to oversee the department and be responsible for the charity's financial management and reporting.

Experience of charity finance would be beneficial but not essential. More important will be a desire to work in the charity and arts sector and be part of the senior team at this renowned and well-respected regional theatre.

The deadline for applications is **Monday 23 March 2026 at 10am.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email via [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk)



## Head of Finance Role Information

The Head of Finance is a full time post (40 hours) but with the flexibility to work between 30 - 40 hours depending on the candidate and agreement about job description priorities. Hybrid working is available by mutual agreement.

### Salary

The salary for the post is £52,772 per annum (the salary will be pro rata if less than 40 hours is agreed).

### Hours of work

The usual working week will be Monday to Friday, with hours to be agreed. There will be occasional afternoon/evening board meetings (4 per annum).

Any hours in addition to your normal hours are to be agreed in advance. Overtime is not applicable to this post.

### Holiday entitlement

The annual holiday entitlement is 5 weeks plus bank holidays. Entitlement for any incomplete year will be calculated pro rata.

### Probationary & Notice period

The probationary period for this post is 6 months. The notice period during the probationary period is 4 weeks. Following successful completion of probationary period the notice period is 12 weeks.

### General

All eligible staff are automatically opted in for the New Vic's pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

This role is also subject to the receipt of satisfactory checks from the Disclosure and Barring Service.

## Job Description

Responsible to: Managing Director

Responsible for: Senior Finance Manager, Finance and Payroll Officer and Finance Assistant

### Role Purpose

As New Vic Theatre Head of Finance you will lead the theatre's Finance team and be responsible for the charity's financial management and reporting – helping to create great theatre and engage more people in the arts. The Head of Finance is part of the theatre's Senior Leadership Team.

### Primary Responsibilities

- Lead and manage the theatre's Finance team, providing support, mentorship, and supervision.
- Oversee financial planning and systems, including budgeting, forecasting, cash flow management, and reporting.
- Ensure strong financial controls and maintain effective processes for transparency and accuracy across the organization.
- Produce key financial reports, including annual consolidated accounts, monthly management accounts, and quarterly updates for the charitable trust's board.
- Manage relationships with external auditors, handling the year-end audit process and the production of statutory accounts.
- Oversee VAT and Theatre Tax Relief matters, including preparing calculations and returns, working with the theatre's VAT and Tax advisors, and responding to internal queries.
- Ensure compliance with financial regulations, submitting necessary returns to banking partners, the Charity Commission, funders, and other agencies within required deadlines.
- Prepare financial reporting for key funders such as Arts Council England, and support the preparation of funding applications.
- Manage all income, expenditure, and funds, ensuring timely collection and payments, providing cash flow forecasts, and maximizing interest and investment earnings.
- Manage income and expenses for both Restricted and Designated funds.
- Collaborate with budget holders and staff, providing them with financial information and support to manage their budgets effectively.
- Take a lead to ensure data security and compliance with financial and data management standards.
- Be a member of the Strategic Leadership Team (SLT), helping to develop, plan, and implement the New Vic Theatre's strategies and policies.
- Participate in Board, Audit, Investment and Risk sub committee, management, and other relevant meetings as needed.
- Attend theatre events as a senior manager.
- Adhere to the Charity's policies and practices, including those related to equal opportunity, artistic, and social initiatives.

**As a member of the New Vic Staff, you will be required to:**

- Attend training as required.
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Contribute towards making the New Vic a more sustainable organisation and improving environmental performance.
- Be an advocate of the theatre and act always in the best interest of the New Vic.
- Duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- Any other duties as may reasonably be required by the Managing Director that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.



## Head of Finance Person Specification

The following represent the essential and desirable attributes for the post of Head of Finance.

### Essential Criteria

#### Qualifications and Experience

- Professional accountancy qualification
- Working in the accounts function at a senior level
- Producing management accounts
- Managing staff

#### Skills and Knowledge

- Excellent, current accounting good practice
- Strong planning and organisational skills
- Excellent numeracy and accounting skills
- Good interpersonal skills
- Ability to lead, motivate and support a staff team

#### General

- Commitment to staff development and training
- Commitment to equal opportunities
- Satisfactory Basic level DBS check
- Interest in theatre and the arts

### Desirable Criteria

#### Qualifications and Experience

- Experience of producing annual accounts
- Experience of working with Sage accounting system
- Experience of the charity sector
- Experience of the arts sector
- Higher education qualification or equivalent

#### Skills and Knowledge

- Good knowledge of current accounting requirements for Charities
- Knowledge of the arts funding environment
- Ability to contribute to the aims, policies and business plan of the New Vic Theatre

***'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.***  
**The Guardian**

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



***“A feast of graceful movement, brilliant light and soulful music”***  
**What’s On Staffordshire on *The Little Mermaid* (2025)**

***“a tasty gem of a production”***  
**The British Theatre Guide on *Big Big Sky* (2025)**

***“A nostalgic glimpse into Stoke’s history and culture”***  
**A View to a Kiln on *Whatever Happened To Phoebe Salt* (2025)**

***“visually impressive and directed with verve”***  
**The Stage on *A Matter of Life and Death* (2025)**

***“action thrills aplenty, from start to finish”***  
**The Observer on *The Three Musketeers* (2024/25)**

***“a dark and dynamic production, ravishing in both senses”***  
**The Guardian on *The Company of Wolves* (2024)**

***“an entertainingly frightening ride”***  
**The Stage on *The Haunting* (2024)**

## Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

### How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) using the subject line Head of Finance, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

The deadline for applications is **Monday 23 March 2026 at 10am.**

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





**New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG. Stoke-on-Trent & North Staffordshire Theatre Trust Ltd.  
Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between  
Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.**