



artsdepot

Head of Finance

Candidate pack

March 2026



charisma
CHARITY RECRUITMENT

arts depot

About us

artsdepot

artsdepot is a creative home for everyone

artsdepot is Barnet's award-winning arts centre and cultural hub. The venue incorporates a 395-seat main theatre, 148 seat studio theatre, gallery, Creation Space, dance, drama and and we provide opportunities for people to connect, create and enjoy themselves.

Over 185,000 people visit artsdepot each year, to watch shows in our theatres, take part in classes or explore their creativity in our schools and outreach projects. We also nurture new creative talent and support artists through artist development initiatives including residencies and workshops. To find out more about our activities in the last year, download our Social Impact Report from our [website](#).

We're open 360 days a year, with visitors invited to use our public spaces to meet friends, relax or work, and we have a free soft play area to entertain little ones.

We are also host to undergraduate performing arts college [London Studio Centre](#), who have a suite of studios and facilities both on and adjacent to our site.



About us



Our values

Creativity

We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their terms.

Inclusivity

Our work is inclusive. Everyone can access our performances and activities and we reflect our wider community in what we do.

Collaborative

We work collaboratively. Our programme and organisation is better when we work with others to make more than the sum of our parts.

Respect

Our work is underpinned by respect. We work in a way that respects others voices and views and expect the same from others.



Job description



Head of Finance

Salary	£65,000 FTE
Contract	Permanent, Part time: 24 hours/3 days (potential to increase to 4 days) Usual office hours are 9.30am - 5.30pm
Reports to	Chief Executive Officer/Creative Director
Management of	Finance Officer, Hires and Events Manager, and external ICT service
Location	North Finchley, London N12 0GA / Hybrid (1-2 days in the office per week)
Benefits	<ul style="list-style-type: none">• 25 days annual leave (pro-rata), plus public/statutory holidays• Season ticket loan• Cycle to work scheme• Time off in lieu• 2 complimentary tickets if a show is not sold out• Access to counselling via Health Assured
Probation / notice period	Probationary period of 3 months / Period of notice is 3 months.

Role purpose

- To be responsible for the financial management of artsdepot, in compliance with Charity and Company accounting standards and practices, and organisational strategic plans and budgets.
- To ensure timely and accurate reporting and financial analysis and risk management for performance assessment, decision-making and advice.
- To provide strategic and operational leadership of Human Resources, and Information and Communication Technology.
- To be part of the Senior Leadership Team and Finance and General Purposes Committee.

Job description



Principal responsibilities

Leadership

- Lead the development of artsdepot's finance strategy.
- Drive the process of identifying and managing financial risks, implementing mitigation strategies where necessary.
- Support the development of a collaborative and inclusive organisational culture fostering teamwork and accountability.
- Advise, inform and be an active member the Senior Leadership Team in support of artsdepot's strategic objectives.
- In consultation with the Treasurer and CEO, agree the Finance and General Purposes Committee agenda and priorities, produce relevant papers and follow-up on agreed actions.
- Advise and inform Trustees on financial and risk management matters, attending Board meetings as required.

Compliance and risk management

- Oversee the develop and implementation of robust financial management procedures and controls to manage financial risks.
- Lead the preparation of year-end accounts and liaise with auditors to ensure timely production and filing of annual accounts and reports with Companies House and the Charity Commission.
- Contribute to funding applications including Arts Council England.
- Ensure compliance with all regulatory requirements of statutory bodies and maintain adherence to Charity Law.
- Maintain tax efficiency through Gift Aid, Creative Tax Reliefs, and other eligible claims.
- Ensure compliance with VAT, Payroll Taxes, Corporation Tax, and other relevant tax obligations.
- Maintain relationships with key stakeholders including banks, auditors, insurers, investment partners and relevant advisers to ensure financial security and stability.
- Keep up-to-date with accounting and legal requirements for charity reporting, VAT, and arts sector financial practices.
- Act as Company Secretary, overseeing accurate filing of statutory paperwork.

Job description



Financial management

- Develop a robust, transparent and accountable financial environment.
- Lead budgeting and forecasting processes to determine financial resources, business plan priorities and appropriate reserves.
- Produce accurate and timely management accounts including balance sheet, cash flow, variance analysis and KPI's.
- Ensure effective and timely cash flow management to support operational needs.
- Oversee the maintenance of financial records in accordance with accounting practices, procedures and deadlines.
- Maintain and review balance sheet reconciliations, including bank reconciliations, to ensure accuracy and compliance.
- Manage the timely submission of financial information to the Senior Leadership Team, Trustees, Arts Council of England and other relevant stakeholders.
- Manage the investment of artsdepot's funds, making recommendations to the CEO and Finance and General Purposes Committee.

Hires and events/client relationships

- Oversee artsdepot's commercial hires team, ensuring all activities align with organisational objectives and deliver exceptional client service.
- Line manage and provide operational support to the Hires and Events Manager, fostering a collaborative and high-performing team.
- Set and review annual rates for space hire, ensuring competitiveness and financial sustainability.
- Act as a primary contact with our long-term tenant (London Studio Centre), maintaining strong relationships and resolving issues promptly.
- Assist with the resolution of financial complaints or disputes, ensuring transparency and compliance with organisational policies.

Human Resources and payroll

- Oversee artsdepot's payroll, pension, and expenses and benefits ensuring accuracy and timeliness.
- Ensure PAYE compliance and adherence to statutory requirements.
- With the CEO, liaise with artsdepot's external HR service as required.
- Ensure recruitment, remuneration and staff development is managed effectively across the organisation.

Job description



Information and communication technology

- Collaborate with the CEO to develop and implement ICT strategies that support organisational objectives.
- Oversee the effective provision of ICT facilities and equipment including management of contracted external ICT services.
- Review, scope and implement changes to ICT services, provision and equipment to ensure efficiency and security.
- Act as system administrator for relevant business software and platforms, ensuring smooth operation and user support.

You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.

This job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined. This post will include out of office hours duties, such as evening meetings and events. Time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.



Person specification



Essential experience and skills

- A qualified accountant with post qualification experience.
- Leadership experience gained in either a cultural or charitable organisation.
- Experience of analysing financial information for decision-making, scenario planning, forecasting and budgeting.
- Experience of critically appraising financial systems, processes, controls and making changes to increase resilience and efficiency.
- Experience of managing and processing VAT returns and payroll.
- Good technical understanding of business and charity taxation, and charity accounting and reporting standards (Charity SORP).
- Experience of change management.
- Experience of strategic financial planning.
- Experience of risk management.
- Experience of different accounting systems.
- Strong IT skills including Advanced Excel.

Essential personal qualities

- A process and data driven approach.
- Able to inspire, motivate and empower others to achieve high performance.
- Solution focused and resilient attitude in challenging circumstances.
- Determined, persuasive and empathetic.
- Flexible, collaborative and pro-active.
- Ability to manage a busy workload and deliver to deadlines.
- A commitment to equality, diversity and inclusion.
- Awareness of own development needs.

Desirable

- Experience of HR policies and practices.
- Experience of theatre production budgeting and accounting including Theatre Tax Relief and Gallery Tax Relief.
- Experience of operating in an Arts Council England National Portfolio Organisation.
- Experience leading and managing a small finance team.
- An interest in or appreciation of arts and culture.

How to apply



Your application should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role.

For an informal and confidential discussion about the role, please contact:
Katherine Anderson-Scott, Executive Director, Charisma Charity Recruitment,
info@charismarecruitment.co.uk or 01962 813300.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status, or other category protected by law.

Closing date: 17th April 2026

Charisma vetting interviews will be conducted across the campaign. Please apply as soon as possible to avoid disappointment.





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