

national **dance**
company **wales**
cwmni **dawns**
cenedlaethol **cymru**

Brief for position of Finance and Operations Officer

September 2019

Marcos Morau's *Tundra*, 2017



Background

NDCWales is one of the foremost national arts companies of Wales. It creates impact with work of the highest quality by working with exceptional UK and international choreographers, to reach and inspire audiences across Wales, the wider UK and around the world.

The Company is on a high after two years of extraordinary achievement which has raised its profile and enhanced its reach and reputation. 2017 saw the successful delivery of NDCWales' most ambitious project to date – P.A.R.A.D.E. created with Marc Rees and a host of other artists to mark the centenary of the Russian Revolution. P.A.R.A.D.E was the icing on the cake of a year which has seen a surge in international profile with visits to Hong Kong, Germany (3 times) and Austria. A regularly funded organisation of the Arts Council of Wales, the Company has successfully diversified its funding base to raise funds from trusts, individuals and corporate sources.

A new 3-year grant enabled delivery of a small-scale tour and associated participation work, allowing a new post of Learning-lead Dancer which works with the rest of the dancers and others to deliver excellent participatory work with people of all ages across Wales, and the wider UK.

The Company was founded as 'Diversions' in 1983. The Company grew in size and stature, mounting tours to China, Australia, India and many European countries. In 2004 the Company moved to a new purpose-built home, Dance House/Tŷ Dawns, as part of the new Wales Millennium Centre (WMC) and in 2009 the Company became National Dance Company Wales, reflecting its status and its role in leading and championing dance in Wales.

2015 saw the start of a new phase in the Company's history with a new Chief Executive (Paul Kaynes), and latterly a new Artistic Director (Fearghus Ó Conchúir). The Company's role as an ambassador for dance in Wales is vital to its new strategy, increasing the reach of its international touring and forging contacts and gathering knowledge which it brings back to Wales for the benefit of the wider dance sector.

The Dance House is the Company's home and hub, acting as a centre for the creation and rehearsal of the Company's work, a training base for the Company's dancers and other dance artists, a space for hire as a rehearsal, creation and performance space, a centre for community activity and youth dance, and as a wider resource for the arts sector in Wales.

The Company

The Company is based at The Dance House/Tŷ Dawns in Cardiff, at the Wales Millennium Centre, where it has a dedicated rehearsal studio and performance space. There is currently a company of eight dancers and two student apprentice dancers who perform at base and at other venues in Wales, the wider UK and overseas. Company members also deliver a range of education and participation projects.

NDCWales creates dance which engages and resonates with audiences by being extraordinary and inclusive, working with the best dancers and choreographers from across Wales and beyond to make dance for stages large and small, in unusual spaces, and online.

We perform across Wales, the UK and around the globe, taking people on journeys of discovery, creating opportunities to participate, discuss, watch and learn about dance, about themselves and about the world. Our status as the national dance company is a privilege that informs everything we do: how we make work, who we work with and where work is placed. It is important that our programmes resonate with the diverse communities of Wales. Working in collaboration, we will ignite the spark of interest in dance with the widest range of promoters in every corner of the nation, building larger, broader audiences for dance.

NDC Wales is part of the Arts Council of Wales (ACW) portfolio. ACW is the Company's major funder, awarding a revenue grant of £834,186 for 2019/20.

The key strategic priorities for our current business plan are:

- Developing the artistic vision with the interests/aspirations of audiences at the heart of our work, alongside our brand renewal and new approach to audience engagement
- Become an 'all-Wales' company creating the highest quality work with and for any and every community in the nation, entailing moving from an exclusive focus on touring to theatres of 250-900 seats only, to one which includes a dynamic and versatile model of presenting work which enables major collaborations, outdoor, smaller and larger scale touring, site specific work and community projects in a calendar which maximises the impact and exposure of the dancing company
- Revolutionising the Company's approach to participation and learning, creating a more varied programme of activity which inspires and engages the people of Wales with the power of dance
- Fulfilling our role as a leader of dance in Wales, acting as an exemplar for the sector, recognised outside Wales, and bringing its knowledge and contacts home to make meaningful connections and create imaginative partnerships
- Securing the Company's future through robust financial and operational management, always seeking out more efficient and effective ways to deliver everything we do
- Investing in the resources needed to tap into new income streams to deliver long-term stability for the Company, including income from trusts and foundations, individual donors, space and asset hire and box office/touring fees.

Structure and Governance

NDCWales is a registered charity with trustees who also act as directors of the Company. The Board of NDCWales has a number of suitably qualified members who have an excellent track record of attendance and willingness to share their expertise and given their time for the good of the Company. There is currently one sub-committee, the Finance and General Purposes Committee (F&GP). Members are recruited through open advert and interview. The members of the Board include:

- Jane McCloskey, broadcaster and academic, with a strong background in creative industries development (F&GP Member)
- Emma Evans (F&GP member), dance producer and consultant
- Gary Thomas, digital/film expert, staff member at British Council
- Matthew Gough, Senior Lecturer & Course Leader (Dance), University of South Wales
- Susan Coffey, Finance Manager (Chair of F&GP)
- Huw Davies, Director of Finance, Welsh National Opera (F&GP member)

The Board is active between quarterly meetings to offer expertise, contacts, act as a sounding board for senior staff and making the Company aware of opportunities.

Our Work

Here are links to some recent works in the repertoire:

Folk by Caroline Finn <https://vimeo.com/155395220> (password folkdance)

Tundra by Marcos Morau <https://vimeo.com/232690331>

Reveller's Mass by Caroline Finn <https://vimeo.com/328426879/8d16b9b6e4>

Afterimage by Fernando Melo <https://vimeo.com/328163895/8559b6f1d4>

The current pattern of touring sees the Company tour the UK middle-scale in Spring (February to May) each year whilst the Autumn is the main season for special projects and co-productions, such as *Passion* in 2018, and for the small-scale tour of Wales. Outdoor projects, and appearances in showcases such as Edinburgh and Tanzmesse take place, where possible, in the summer.

In addition to UK touring, the Company has a relationship with a German agent, Norddeutsche Konzertdirektion, booking tours of Germany, Austria, Switzerland. Recent tours have included Germany, Austria and Poland and the Company will be touring to Hong Kong, Japan and Spain in autumn 2019.

Participation

There are three key elements to the Company's participation programme with examples below:

1. Schools and Education activity: workshops are offered in schools and colleges, for young people with little or no experience of dance, delivered either by company dancers, or by ambassadors in the locality of the venues visited, and specially trained and briefed to support our work and repertoire. Most of this work is offered at Primary School age (7-11 year olds). New partnerships enable the Company to reach schools without strong traditions of dance.
2. Gifted and Talented Young People: the Company runs a youth company called the Associates, a group of 20 young people aged 13-19 who attend weekly classes and work towards presenting productions each year, showcased in annual youth dance showcases (for other youth companies as well as our own). There are week-long holiday courses for those wanting to develop technique, and by Dance Days during holiday periods for young people. In addition, the Company works with other agencies such as Rubicon Dance.
3. Community activity: the Company works with a number of people and groups, for instance running two regular Dance for Parkinson's Groups in Cardiff and the South Wales Valleys, in conjunction with English National Ballet. In addition, a new programme called Dance to Health targeted at older people at risk of falling is being delivered with a Welsh health board.

AWAKENING

NDCWales Audiences 2019

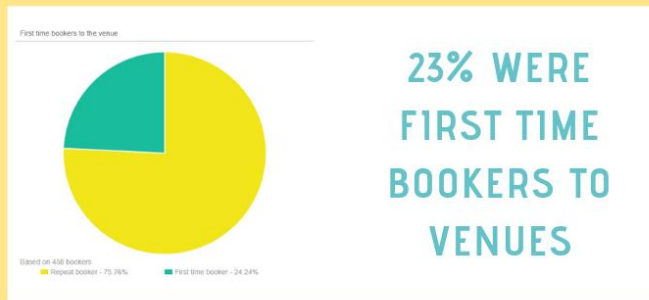
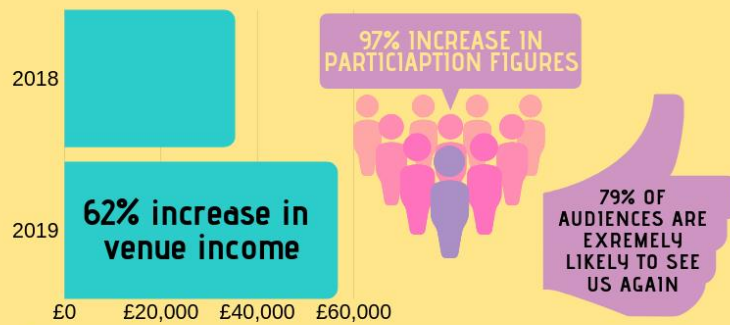
4932 people saw us over 24 performances



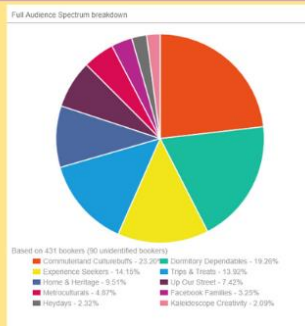
92% RISE IN AVERAGE AUDIENCES PER VENUE FROM PREVIOUS YEAR



39% rise in over all audiences across the whole tour



AUDIENCES FROM ALL SPECTURMS CAME TO SEE AWAKENING



Our audiences were largely made up of Commuterland Culturebuffs, Dormitory Dependables and Trips & Treats

Based on 136 survey responses and data across participating venues

The Role of Finance and Operations Officer

National Dance Company Wales makes innovative dance with and for all kinds of people in all kinds of places. The Company presents its work in different formats and contexts across Wales and around the world, commissioning primarily choreographers who haven't yet been commissioned in the UK. The Company is on a high after two years of extraordinary achievement which has raised our profile and enhanced our reputation. We are now looking for a finance professional to work part time alongside the Finance Manager and Operations Director to support the day to day finance and operations functions.

NDCWales aims to be a diverse and vibrant company and we welcome applications from people of all backgrounds, gender and race. We are looking for people with potential to demonstrate the key aspects of the role.

Duties and responsibilities

Key areas of the post:

- Administration of Company finances and budgets
- Reporting and financial returns
- Administration of finance and HR records

Administration of Company finances and budgets

Book-Keeping

- Inputting data into Sage 50 finance system
- Preparation of weekly payment schedules for authorisation by senior management
- Reconciliation of monthly bank statements, credit card statements and PayPal receipts
- Sales ledger entries and reconciliation
- Preparation and posting of journal adjustments including prepayments and coding adjustments
- Submission of UK and international payments online
- Manage all petty cash income and payments and reconcile

Payroll

- Processing monthly payroll using Sage 50 Payroll and BACS submission including reports to HMRC and distribution of pay-slips and journal adjustments
- Monthly submission of pension entries and updates to pension provider
- Ensure compliance with all requirements of HMRC

VAT

- Assist in the preparation, submission and reconciliation of quarterly VAT returns

Reporting and financial return

Budget management and Management Accounts

- Support Finance Manager in preparing figures for monthly and quarterly management accounts
- Preparation and distribution of budget reports to budget holders

Audit

- Support Finance Manager with annual Audit; liaising with auditors, doing year-end adjustments, processing Sage Accounts year-end

Administration of Finance and HR records

- HR administration including updating online HR system 'Breathe HR'
- Ordering of stationary and other consumables
- Co-ordinate archiving of data files
- Liaise with facilities providers such as Wales Millennium Centre
- Administer other operations matters as required
- Undertake other duties as specified

Person Specification

The successful candidate should be able to demonstrate relevant experience in a similar sized not for profit organisation.

Skills and experience

Essential

- IT literate, with advanced Excel skills and experience of using Integrated Accounting Packages
- Experience of using Sage 50 Accounting Package or similar
- Experience of running Payroll
- Experience in financial accounting and VAT
- Experience in assisting in producing management accounts and year-end financial accounts
- Able to work on own initiative
- Excellent oral and written communication skills
- Excellent analytical and interpretation skills
- Excellent relationship building skills within an organisation

Desirable

- AAT Level 2 qualified
- Knowledge of charities SORP
- PayPal banking knowledge
- Experience of making Theatre Tax Relief Claims and Gift Aid Claims
- Educated to degree level in a relevant discipline
- Ability to communicate in the Welsh language, both spoken and written.

Terms and Conditions

The terms and conditions are indicative of a part-time appointment and would be negotiated accordingly for any joint or job-share appointment.

Salary: £18,500 per annum pro rata

Contract: Permanent employment contract

Hours: Part-time. Average of 18.75 hours per week - equivalent to 2.5 days per week; flexible hours, would consider term time working only. TOIL is available for hours outside the ordinary

Place of work: Cardiff. We expect the post-holder to live locally

Holidays: 28 days pro rata plus 8 public holidays (3 of these days pro rata will be taken between Christmas and New Year)

Employee Benefits: We offer a flexible working environment and employees have access to discounted sports massage sessions as well as classes at the Dance House, including yoga. Other employee benefits include:

- NDCWales currently contributes 5% of salary to a pension with Royal London, dependent on employee's matching contribution
- A Cycle to work scheme
- Policies to support people with caring responsibilities
- Discounts in selected outlets in Cardiff Bay
- The opportunity to attend National Dance Company Wales performances
- Staff offers on performances at Wales Millennium Centre

Any offer of employment will be subject to the receipt of:

- Satisfactory References
- Evidence of right to work in the UK as defined by the Home Office

There will be a three-month probationary period, during which time regular monitoring meetings will be held with relevant representatives.

How to apply

Please apply by submitting the application form.

Please also indicate if you are an EU national or if you would require a visa.

Closing date for applications 11am on 18 September 2019

If you would prefer to submit a video application, please send us a link via You Tube or Vimeo or share the video with us via your preferred file sharing service. Please make sure you answer all the questions on the application form on the website.

Please e-mail Rebecca Hobbs at rebecca@ndcwales.co.uk to request this pack in Welsh or in another format.