

TRANSFORM

Finance & Administration Manager Job Pack

**‘One of the most important international
festivals in the UK’ – The Stage**



Supported by public funding by
**ARTS COUNCIL
ENGLAND**



Funded by
UK Government



Leeds
CITY COUNCIL



Supported by
**West
Yorkshire
Combined
Authority**

**Tracy
Brabin
Mayor of
West Yorkshire**

Finance & Administration Manager Job Pack

Job title Finance & Administration Manager

Contract Part time, 3 days a week. Permanent contract. Working days ideally Monday–Wednesday but we are open to hours being split differently across the week and happy to discuss flexible approaches

Salary £36,000 per annum, pro-rata

Pension employer contribution 4%

Location Hybrid role. 1-2 office-based days per week in Mabgate, Leeds

Annual leave 33 days per year including bank holidays (20 days including bank holidays pro rata 0.6)

Line manager Artistic Director/CEO

Key relationships Executive Producer, Senior Communications Manager

Responsible for Payroll provider, Bookkeeper, Accountant (rolling freelance contracts)

Application deadline Monday 20 April, midday



‘a week of international dance and performance that on its first night had small venues packed with a buzzing crowd’ – The Guardian

Introduction

Transform is seeking an organised and diligent **Finance & Administration Manager** to join our team.

Transform is a biennial festival of powerful international performance, based right here in Leeds. Every two years, we assemble artists from across the globe to present thrilling theatre, dance and performance to diverse audiences in their thousands across the city.

We present and nurture bold, brave, vivid and socially conscious performance, and position Leeds as a centre for transformative, international collaboration. Part of our mission is to make Leeds a place

where a new generation of artists and creatives can reimagine the world with us.

Transform is a registered charity, company limited by guarantee, **Arts Council England National Portfolio** and **Leeds City Council Thrive** funded organisation. The **Finance & Administration Manager** will join our small and mighty team, taking responsibility for the day-to-day running of the organisation. You'll be a thorough, detail-oriented team player, passionate about arts and culture and our mission, with the desire to underpin **Transform** with robust organisational support.

Working with us

This is a rare opportunity to become part of a small team with big ambitions and a track record of creating impactful, inclusive performance festivals.

You'll join a supportive, energising work environment, located within a reclaimed building on Mabgate called **Hope Foundry**, home to several other creative organisations, with a rich heritage dating back to 1812 and now managed by **MAP Charity**. Mabgate is the alternative cultural heart of Leeds, a short walk to the city centre and some of the city's major cultural venues on Quarry Hill.

Transform is a festival that centres inclusivity and care, is co-created with communities and reflects the spirit of Leeds and the global network of artists that we bring together. The **Finance & Administration Manager** will underpin Transform with dedicated financial and

administrative support, providing an organisational bedrock that in turn enables **Transform** to realise our ambitions.

You'll work closely with the core team, the Artistic Director/CEO, Executive Producer and Senior Communications Manager. You will hold key relationships with our Accountant, external bookkeeper and payroll provider. Ahead of the festival delivery year, the core team is complemented by a robust team of experienced producing, marketing, technical and operational freelancers. The next festival is in October 2027.

About the role

This role is perfect for someone passionate about supporting a thriving and ambitious organisation through implementing effective and fine-tuned systems and processes. The role will focus on underpinning **Transform** with diligent financial, administrative and governance support and stability.

Finance

- Responsible for financial management, overseeing financial systems, reserves and cashflow
- Support the development of the annual budget in collaboration with the Artistic Director/CEO and Executive Producer and prepare quarterly forecasts and cashflow forecasts
- Oversee the preparation of the Annual Accounts and Trustees Report, supported by the Accountant
- Oversee the preparation of quarterly management accounts and financial reporting to Transform's board of trustees, supported by the Accountant
- Co-ordinate meetings of the Board finance subcommittee
- Oversee preparation and submission of Theatre Tax Relief claims, supported by the Accountant
- Act as a bank signatory for Transform's bank accounts
- Oversee bookkeeping including bank and credit card reconciliations, supported by the Bookkeeper
- Oversee and monitor petty cash during the festival period
- Manage the company overheads budget, seeking best value wherever possible
- Complete Gift Aid claims as required
- Responsible for monitoring and reporting on grants and fundraising (funders include Arts Council England, Leeds City Council and trusts and foundations)

About the role

Administration

- Ensure administrative systems and processes are robust and fit for purpose and implement new systems as required
- Ensure appropriate insurance cover is in place and maintained
- Ensure data protection, first aid and safeguarding records are up to date and organise relevant training
- Lead on monitoring and data collection to support reporting on our charitable activities to our funders
- Oversee Transform's status, permissions and returns as a Sponsor of Foreign Entertainers
- Oversee and administer contact databases
- Oversee and maintain the contract log
- Oversee IT equipment and provide support to the team on software and other IT provision
- Act as lead point of contact for Transform's premises manager, MAP Charity (Hope Foundry Workspace) and ensure the workspace is organised, inviting and maintained
- Co-ordinate and minute the weekly company meeting
- Support the general administration of the festival

Governance

- Facilitate the Transform board, organising meetings, distributing papers, minute-taking
- Report to and update information for Companies House and Charities Commission
- Oversee and support Trustee rotation, succession planning and recruitment
- Oversee and update policies, ensuring legal compliance and best practice
- Oversee the organisational risk register

HR

- Lead on HR processes including organising appraisals, quarterly reviews and training
- Ensure that HR records, including annual leave allocations, are up to date and recorded
- Liaise with our payroll provider to distribute payslips and arrange timely payment of wages, keeping up to date with any changes to contracts
- Issue and update staff and freelance contracts, ensuring they are in line with current employment legislation
- Oversee staff recruitment and induction
- Update and oversee the staff handbook

General

- Participate in internal and external meetings as required
- Attend relevant training as and when required
- Attend Transform festival events and performances as required
- Any other duties appropriate to the post and organisation

Person specification

We're looking for a capable, personable and experienced professional working in finance or administration who thrives on supporting organisations to run smoothly and efficiently. Organised, proactive and rigorous, you'll be familiar with developing and leading effective administrative and financial systems. You'll have an interest in contemporary arts and understand the value of Transform's work.

Essential skills and experience

- Track record in administration or company management
- Financial administration experience and confident working with budgets and cashflow forecasts
- Knowledge and understanding of financial systems and controls
- Ability to read and interpret financial statements, including income and expenditure, balance sheet and cashflow and contribute to their preparation
- Experience in working with HR
- Excellent people management skills
- Excellent written and verbal communication skills
- Ability to review and draft organisational policies
- Highly organised with excellent attention to detail
- Proactive team-player who is keen to collaborate with colleagues across the organisation
- Able to manage a broad range of tasks both time limited and ongoing and to be self-sufficient with time and task management
- Experience of creating and maintaining systems and processes
- Confident in managing the company's digital environment (Sharepoint) and ability to work with computer systems, software and spreadsheets
- Strong communication skills, written and verbal
- An understanding of Transform's work and a passion for the importance of arts and culture

Desirable

- Knowledge and experience of delivering HR policies and procedures
- Line management experience
- Experience of using Xero or similar accounting software
- Experience in a similar role for an arts organisation or charity
- Experience of charity governance
- An understanding of the needs and demands of working in a small team

How to apply

Closing date

Monday 20 April 2026, midday

References

Any offer is subject to receipt of satisfactory references.

Access & inclusion

We are committed to inclusion and to supporting staff needs. If you require this job pack in a different format, would like any support completing the application, or would require support to undertake the role – don't hesitate to let us know by contacting

info@transformfestival.org.

Pre application queries

If you have any questions or would like to discuss the role or your circumstances further before applying – please email **info@transformfestival.org** with the subject line 'Finance & Administration Manager query'.

Making an application

Please send a cover letter of no more than 2 sides of A4, along with your CV, outlining why you are suitable for the role with the

job spec in mind, to

info@transformfestival.org marking the subject line 'Finance & Administration Manager Application'. We are also happy to accept applications via video or a different format for accessibility purposes.

Please submit an Equal Opportunities monitoring form online, together with your emailed application.

Interviews

Monday 27 April

Interview process

Following shortlisting you may be invited to interview – these will be in person at our office base in Hope Foundry. We will consider online interviews for any candidates who may require this due to access or geographical reasons. The interview panel and questions will be communicated in advance. The start date for this role will be agreed with the successful candidate.

We look forward to hearing from you.

