

# Finance Manager

## Application Pack 2025

**Application  
deadline:  
Friday 5  
September,  
12pm**

**z-arts.org**

335 Stretford Road,  
Hulme, Manchester,  
M15 5ZA

Registered charity 1093556

**Ask us a question or call for a chat.**

Get in touch in whichever way works best for you  
– or drop us a line and ask us to call you back.

**Email: [liz@z-arts.org](mailto:liz@z-arts.org)**

**Call: 0161 226 1912**



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## **Title: Finance Manager**

**Based at:** Z-arts

**Hours:** 37.5 hours p/week

We are also open to the potential for the role to be part-time working four days p/week (salary on a pro rata basis)

**Dates:** **Deadline: Friday 5 September, 12pm**  
**Interviews: Monday 22 September**  
**Start date: Tuesday 6 January 2026**

**Salary:** £42,000 per annum

### **Job Advert:**

A rare opportunity has come up for an experienced Finance Manager to join the management team at Z-arts, Manchester's flagship Arts Centre for Children and Families. You will oversee all aspects of Z-arts' financial processes and ensure compliance with statutory requirements.

This key role will support the Chief Executive with strategic long-term financial and business planning as well as annual and quarterly budgeting.

You will make a significant contribution to a thriving arts centre's management team, with opportunities to get involved with various areas of organisational development.

Z-arts are an inclusive, welcoming organisation and encourage conversations about how we can help the right candidate give their best to the role.

# Welcome from our CEO



**Here's a BIG welcome to Z-arts - the UK's only dedicated arts centre for children and families.**

We pride ourselves on being welcoming and family-orientated, and I try to extend that to the whole team as well as to our visitors. Many organisations like to call themselves a family, but at Z-arts, we take it one step further!

I'm delighted you're interested in working with us. The staff here are an amazing bunch, full of vivacity and passion for the work we do and if you join us, you'll see for yourself that it's a great place to work. The children and the artists are all pretty inspiring too. Not that it's not hard work. We're a small team, and we expect you to go the extra mile.

You'll find my door is always open (there's often a tennis ball flying in and out of it for Siskin, the office dog to play with), so if you have any questions or great ideas to share, just ask. Because you'll be working closely with me, I'm more than happy to have an informal chat if that helps you decide whether this job might be for you.

**You can email me at [liz@z-arts.org](mailto:liz@z-arts.org) / or call 0161 226 1912.**

I hope you enjoy reading this pack, and are encouraged to make an application.

**We look forward to hearing from you soon!**



**Liz O'Neill CEO**



**Siskin - Apprentice CEO**



# About Z-arts



Z-arts is the UK's only dedicated arts centre for children and families, delivering a broad range of performing arts events, performances, exhibitions, activities, workshops and participatory opportunities.

## Our Mission

**To inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.**

- Z-arts uses creativity to inspire, enrich and enable children, young people, and families to reach their potential and be the agents of change in their own lives.
- In our arts centre in Hulme, in education, in communities, at home, and across networks.
- Developing Children, Young People, Educators, Artists, and Family-togetherness.

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building that includes a 225-seat theatre, our immersive experience, currently, Adventures in Wonderland, a recording studio, a music room, a dance studio, Z-café, our brand-new children's library, an escape room, and rehearsal/meeting rooms. But there is much more to what we do that is outside of the building.

**We lead networks:** Big Imaginations children's theatre network, MADE (Manchester Cultural Education Partnership), and the Manchester Family Arts Network.

We receive strategic funding from Manchester City Council to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children's theatre, programming, and commissioning relevant, diverse theatre for the modern family.



## What We Believe

### Our manifesto to our families...

Z-arts is a place to express yourself, celebrate your imagination, have fun, be entertained, and dream big! So, whatever your age and whether you're coming to see a show or make some amazing mini-masterpieces in one of our arts workshops, we hope you enjoy your visit to Z-arts and are inspired by your own creativity.

### History of Z-arts

*Pavarotti sang here. Warren Beatty used our building in his film Reds. And Benji Reid's Life of a B-Boy was born here, if there's one thing that's for sure it's that Z-arts has a fascinating and eventful history!*

[www.z-arts.org/about-us/our-history/](http://www.z-arts.org/about-us/our-history/)

Want to find out loads more about Z-arts?  
Head to our website...

[www.z-arts.org/about-us/](http://www.z-arts.org/about-us/)

You can also have a nosey at our social media channels if you fancy.

 @z.artsmcr

 @zartsmcr

 Z-arts



# Working at Z-arts



**We believe that theatre and the arts are for everyone.**

They are inspiring, immersive, and magical, and we want to share the joy of creativity, imagination, and storytelling with children and families in Greater Manchester and beyond.



## Our Values

welcoming

forward-thinking

inclusive

engaging

vibrant

fun

A recent staff workshop identified 'inclusive' and 'fun' being our primary values.

## It's sometimes all hands on deck!

**Z-arts has a relatively small team with lots on the agenda that we aim to get our teeth stuck into! This sometimes means that it's all hands on deck - so be sure you're up for doing a little bit of everything.**

We work collaboratively across our teams.

Getting involved varies from giving a wave to our social media channels, welcoming a school into our building, supporting funding bid research or working with the team to understand and evaluate our data, so that we can all be the best we can be.





# Working at Z-arts



**At Z-arts we feel it's vital that our employees are well rewarded.** We are constantly reviewing the details of our package, but the things you'll be able to enjoy currently include:

- 23 days holiday per annum, plus statutory public holidays (pro rata for part-time staff).
- Entitled to one extra day's holiday after one year of continuous service.
- Group Personal Pension scheme – Z-arts contribute 3% of the salary for each employee which contributes 5%.

## Sub-Groups

**There are four sub-groups run by our staff here at Z-arts, these are:**

- **Diversity**, driving our diversity manifesto forward throughout our activity.
- **Access** ensures everyone's visit to Z-arts is as enjoyable as possible.
- **Green Champs**, our environmental heroes.
- **Wellbeing**, to make sure our employees feel at their best!



## Wellbeing

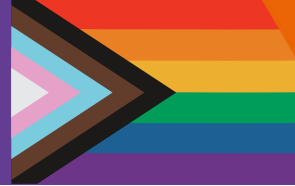
At Z-arts, employees' wellbeing is a big priority, and we want employees to be the best they can be.

Our wellbeing benefits up to now include:

- **Flexible working hours**
- **Team well-being walks**
- **Refreshments in our staff kitchen**
- **Regular all staff meetings**
- **Regular team socials!** (We know lots of people in the arts & cultural sector, there's always a ticket or two going for shows & events across the city)
- **Free tickets to all of Z-arts events & productions!**
- **Buddy System**
- **Team Away Days**



# Working at Z-arts



## Diversity

**We've recently been working on our new diversity manifesto. Here's a snippet below.**

Our activities reflect our audiences, and we aim to represent all the different communities in our area. Z-arts is an antiracist organisation. We do not tolerate discrimination of any kind. We practice inclusivity and accessibility and are learning how to embed trans-inclusivity across all we do. Z-arts is welcoming to all people who do not discriminate against others.

We acknowledge all protected characteristics in the Equality Act 2010 – including age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation recognising socio-economic status and class as a thread that intersects all of these.

As a **learning organisation**, Z-arts is always open to change.

You can read more about what diversity means to Z-arts at:

[www.z-arts.org/about-us/work-at-z-arts/](http://www.z-arts.org/about-us/work-at-z-arts/)



## Our Recruitment Policy

Z-arts have a recruitment policy in place to ensure job applicants are considered equally and fairly, and are not discriminated against based on their race, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age.

You can find out more about our **Unconscious Bias Recruitment Policy** [here](#). Z-arts also have a Safer Recruitment Policy which takes this further and ensures we are keeping children safe, this applies to all staff, freelancers, volunteers and placements.



**Our building is located at:**

Z-arts  
335 Stretford Road,  
Hulme, Manchester,  
M15 5ZA

**Our registered charity no. is:**  
1093556



# Working at Z-arts



## What the team say!

Don't just take our word for it, see what our staff have to say about working at Z-arts.

I love working at Z-arts! Each day is new and exciting - full of colour, joy, and creativity! Being a parent and working here is also great as my kids love Z-arts. We get a free Family Membership and are the first to see all the fabulous shows and exhibitions on offer!

**- Janine, Resident Visual Artist**



Part of Z-arts' remit is working with children and families, encouraging artistic fun and exploring the joy of just playing. The best thing is, that the remit doesn't stop at participants but also extends to the staff here. And their commitment to this honestly creates such a supportive, professional, productive, and most importantly fun working environment! And it's such a joy to be part of this! It allows you to be a big kid while being a grown-up.

**- Isah, Producer**

Since joining Z-arts 20 years ago, I have never enjoyed a job so much. I thoroughly love working in such a dynamic organisation and doing the work I do. Z-arts has continued to grow and prosper over the years and we thoroughly deserve the praise we get from both parents and their children. I really take pride in seeing some of the shy young people developing and becoming more confident by attending our creative workshops. It is fantastic that I still get a buzz out of coming into work each day.

**- Paul, Visitor Experience Team Leader**

Working at Z-arts is so refreshing! It's brilliant to work somewhere where there is such a hive of creative minds and new ideas are met with, 'let's give it a go!' Z-arts are all about supporting the community and the whole family and this extends to the staff too. Having a young family, working at Z-arts allows me to work around family commitments and are genuine about being a supportive workplace for flexible working.

**- Hannah, Creative Schools Project Coordinator**



# What our families say!

Z-arts has given my daughter the opportunity to be a dancer and performer, which otherwise I feel she would have missed out on due to our financial situation. It is an amazing place and I don't know what we would have done if we hadn't found it.

- Parent



I love coming to Z-arts because the activities and classes here allow me to express my personality and open my mind to the world of creativity.

- Bright Sparks Member

Z-arts has made arts and theatre particularly accessible to my family, it's been inclusive to my child with SEN and recaptured my love for the arts.

- Parent



Z-arts are really inclusive with our ideas. It makes us feel like we really fit in... our ideas want to be heard and our ideas really matter.

- Parent





## ROLE OVERVIEW:

### Finance Manager

**Z-arts is a vibrant arts centre housed in a beautiful, large Edwardian building, which is dedicated to providing fun and exciting, creative activities for children and their families.**

The Finance Manager will oversee all aspects of Z-arts financial processes and ensure compliance with statutory requirements. They will support the Chief Executive with strategic long-term financial and business planning as well as annual and quarterly budgeting.

They will be responsible for maintaining the company accounts, preparing quarterly management accounts, cashflow forecasts and financial reports and analysis for the board of trustees.

Z-arts is a company limited by guarantee and a charity. It also has a trading subsidiary, Z-arts trading Ltd.

The annual turnover is circa £1.4 million and the finances and payroll are managed in house using Sage software.

Responsible to: Chief Executive

Responsible for: Finance Assistant



# **DUTIES AND RESPONSIBILITIES**

## **FINANCIAL MANAGEMENT**

- Lead on the effective day-to-day finance systems and processes
- Manage the payroll system and the pension scheme
- Prepare, pay and reconcile all payments as they become due
- Take overall responsibility for the accounting system ensuring accuracy and timeliness of information, approving invoices, journal entries, settlements, bank reconciliations
- Be a key contact for the company with external parties including the External Auditor, HMRC and Nest pensions

## **ACCOUNTS**

- Assist the Auditors in the preparation of year end accounts to statutory account level, in accordance with all relevant accounting standards.
- Act as the main contact point for the auditors during the Audit process and implement any system improvements as agreed.

## **COMPLIANCE**

- Prepare and submit VAT returns, including partial exemption
- Ensure compliance with current regulations with regard to VAT, Gift Aid, payroll, taxation and employment status.

## **STATUTORY AND CHARITABLE SECTOR**

- Keep up to date with, and uphold, charitable accounting best practice across all areas of the business
- Provide financial information to statutory funders and grant-giving bodies, working closely with the Executive Director and Head of Development.

## **FINANCIAL PLANNING, BUDGETING AND REPORTING**

- Support the CEO and the treasurer in preparing 3-5 year financial forecasts, annual budgets and quarterly reforecasts.
- Be responsible for the production and development of the quarterly management accounts for the trustees including profit and loss compared to budgets, cash flow, balance sheet, and updated forecast of year end position.
- Lead on cashflow planning and manage the overall cash flow ensuring adequate funds are available to settle liabilities as they fall due and that funds are invested in accordance with any agreed policy.
- Manage the annual budget process and ongoing monitoring with all budget holders.
- Work alongside the relevant departments to ensure that the organisation maximises development and ancillary income, including room hires, café and merchandise.
- Support the CEO in producing financial information for the business plan and other strategic documents.
- Attend all quarterly Finance Committee meetings and attend Board meetings when required.

## **RISK MITIGATION**

- Support the Chief Executive in mitigating organisational risk by evolving internal controls and updating financial management systems
- Supervise credit control

## **OTHER DUTIES**

- To act as a Duty Manager, designated key holder and IRT (Incident Response Team) member as and when required.
- To work with the board and entire staff team to support and deliver Z-arts strategic and creative vision.
- To understand, actively promote and adhere to Health & Safety legislation and Z- arts' Health and Safety policy.
- To adhere to all Z-arts policies and procedures.
- Any other duties required by the CEO.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Demonstrable and relevant financial experience (qualified accountant or qualified by experience) preferably within the charitable sector
- Demonstrable experience of managing an external audit
- Experience of strategic financial planning, budgeting and forecasting
- Experience of cashflow forecasting
- Experience of using financial accounting software preferably Sage
- Advanced Excel and IT skills and the ability to create and use complex spreadsheets
- Working knowledge of payroll and employment status legislation, Income Tax, National Insurance, VAT, Theatre Tax Relief and Gift Aid
- Knowledge of Charity Accounting (SORP) and trading subsidiaries
- The ability to communicate effectively with, and work closely with, finance and non-finance professionals alike – verbally and in writing
- Excellent administrative, organisational and time management skills
- Absolute attention to detail and accuracy

### **DESIRABLE**

- Experience of working for an arts organisation
- Experience supporting high level decision making
- Knowledge of VAT issues for theatres and charities
- Proficiency in data management and data software use



## TERMS AND CONDITIONS

<b>Salary:</b>	£42,000 per annum
<b>Contract:</b>	Permanent
<b>Working Hours:</b>	37.5 hours per week Monday to Friday. We are also open to the potential for the role to be part-time working four days per week (salary on a pro rata basis)
<b>Location:</b>	<b>Z-arts 335 Stretford Road, Hulme, Manchester, M15 5ZA.</b> There is potential for some home-working after the initial onboarding process although we would require a minimum of three days in the office per week.
<b>Holiday:</b>	23 days per annum plus all UK public holidays rising to 24 days after the first year.
<b>Pension:</b>	Z-arts offers a workplace pension plan with NEST currently with 5% employee and 3% employer contributions
<b>Probationary Period:</b>	Six months
<b>Notice Period:</b>	Four months (two weeks during probationary period)
<b>Start date:</b>	6th January 2026
<b>Deadline:</b>	12pm, Friday 5 September
<b>Interviews:</b>	Monday 22 September
<b>Start date:</b>	Tuesday 6 January 2026

# How to apply

**Please download and complete Part 1 and Part 2 of the application form.**

As you fill in the application form, please explain how you think you meet the job description and person specification for the role. The information you provide will be used for the shortlisting process. It is important in your application to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining Z-arts.

You do not have to have previously undertaken all of the duties in the job description but you should tell us about your potential ability to do them.

**Please email completed applications to: [paul@z-arts.org](mailto:paul@z-arts.org)**

We will contact you by email if you are shortlisted for an interview.

All job applicants will be contacted via email whether or not they have been shortlisted.

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**Ask us a question or call for a chat.**

Get in touch in whichever way works best for you – or drop us an email and ask us to call you back.

**Email: [boxoffice@z-arts.org](mailto:boxoffice@z-arts.org)**

**Call: 0161 226 1912**



**Thank you for taking the time to read our application pack!**

This recruitment pack is brand new! It's a work in progress and a learning document for us to update and make even better in due course.

**So, if you have any feedback on the content, layout, or anything at all, we'd love to hear what you think.**

Please email [marketing@z-arts.org](mailto:marketing@z-arts.org) - we're all ears!



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