

hofesh

HOFESH SHECHTER COMPANY

Head of Finance and Operations

Job Application pack



www.hofesh.co.uk

WELCOME

Hello and thank you for your interest in the position of Head of Finance and Operations with Hofesh Shechter Company.

This job pack is designed to provide you with a comprehensive overview of our company and upcoming projects, alongside the job description and person specification. We hope it offers an insight into our values, our future ambitions and what it is like to be part of our team.

We are an Equal Opportunities employer, committed to building a diverse and inclusive organisation. We actively welcome applications from individuals of all backgrounds, particularly those from groups currently underrepresented within the cultural workforce - including Black, Asian and Global Majority backgrounds and D/deaf and disabled candidates. We are happy to discuss any reasonable adjustments you may require during the recruitment process.

As a London Living Wage employer and a Parents and Carers in Performing Arts (PiPA) Charter Partner, we are dedicated to supporting our staff through flexible working practices.

We look forward to receiving your application. For a confidential, informal discussion about the role or questions about the terms of employment contact us at info@hofesh.co.uk.

Best wishes

Emma Baker-Griffin, General Manager



Moving ourselves and our audiences beyond reason

Join us, move yourself and inspire others

Hofesh Shechter Company is a boundary-breaking dance company producing exceptional work by award-winning Hofesh Shechter OBE - recognised as a *'true original'*, *'one-of-a-kind choreographer'* (The Guardian). Founded in 2008, we drive forward new ways of collaborating, making, and producing culture that celebrate Shechter's artistic excellence alongside an exceptional company of international dancers, collaborators, staff and freelancers.

Our values are **Creativity – Diversity – Dynamism**:

- **Creativity** – ambitious for our work and for each other, we develop high quality projects and support people to be the best that they can be.
- **Diversity** – internationalist and boundary-breaking at heart, we celebrate diversity through our creative collaborations, our artists, dancers and teams, and aim to share our passion for what we do with diverse audiences, communities and participants from across cultures and the world, especially those who are new to dance.
- **Dynamism** – in a changing world, we push ourselves to find new ways to make, experience and present dance, ensuring that we remain relevant, respectful to the environment in which we operate, generous in sharing what we learn, and sustainable for the future.

Under the direction of choreographer, composer and filmmaker Hofesh Shechter, we produce groundbreaking, Olivier nominated works, captivating global audiences from New York to Tokyo and championing diverse, visionary talent. We present on world stages, in cinemas, at film festivals and online reaching an average 150,000 + live audiences worldwide and 1.4 million film and digital audiences.

Interwoven throughout our work is Shechter Moves, our learning and development programme designed to inspire the next generation of dance artists. We create opportunities for young people aged 14+ and early-career professionals to connect through classes, workshops, intensives and Shechter II, our industry-leading development programme for emerging dancers aged 18–25.

Through international partnerships with dance schools and conservatoires, we are committed to building inclusive pathways into the arts - providing a springboard for professional careers.

Looking ahead, Hofesh Shechter Company continues to be a dynamic force in dance; recent highlights include Oedipus at The Old Vic and Theatre of Dreams which continues touring internationally. In March 2026, we launch the tour of our newest Shechter II cohort.

Hofesh Shechter Company is a registered charity and a company limited by guarantee. We are overseen by a non-executive Board of Trustees.

Our work is funded through National Portfolio Organisation (NPO) investment from Arts Council England, UK and international partnerships, box office and fundraising. Other income is from Theatre Tax Relief (TTR). Our 2025–26 turnover is forecast to be between £2.5–3 million.

Our workforce comprises 20 employees and a pool of 20-30 musicians, dance artists and technical personnel who support our global touring and participation programmes.





*“It’s astonishingly beautiful,
constantly inventive”*

The Observer

INTRODUCTION TO THE ROLE

The Head of Finance and Operations (HoFO) is a senior role responsible for leading, administering and co-ordinating the financial and operational activities of Hofesh Shechter Company (HSC). Working within a small, passionate leadership team and reporting directly to the Executive Producer (equivalent to CEO), you will bring energy, integrity and a deep commitment to the artistic vision and mission of HSC, inspiring and empowering colleagues to realise the organisation’s creative and strategic ambitions.

The Head of Finance and Operations is accountable for developing and implementing sustainable 3-year budget plans, managing robust financial systems and leading and managing the organisation’s core support functions: Finance, HR, IT and Governance.

The Head of Finance and Operations ensures the efficient and effective implementation of our Strategic Plan, established by the senior leadership team and the Board of Trustees. Working closely with the Executive Producer, senior leadership colleagues, and the Board of Trustees, the HoFO provides essential financial and operational oversight to help achieve our ambitious future goals.

Reporting Lines

Reports to:	Executive Producer
Line Manages:	General Manager (1.0 FTE)
	Executive Assistant & Senior Administrator (1.0 FTE)
	Bookkeeper (0.2 FTE)

KEY AREAS OF RESPONSIBILITY

1. Strategy

- Lead the development of the financial strategy
- Monitor strategic performance and provide recommendations to the Executive Producer based on financial analysis, including scenario modelling
- Lead on Finance
- Lead on HR and IT strategies
- Actively drive an entrepreneurial culture by adding your voice and ideas to the exploration of new income streams, and by providing financial analysis and insight to strengthen fundraising initiatives

2. Financial Management & Reporting

- Prepare annual and 3-year budgets in collaboration with the Executive Producer and budget holders
- Prepare annual statements and file returns e.g Charity Commission
- Produce monthly management accounts and cash flow forecasting, reporting quarterly to the Finance Committee
- Prepare and present Finance Committee papers and attend quarterly Board meetings to report on operational and financial matters
- Proactively manage and monitor company cashflow and the investment of company funds
- Ensure financial records are maintained and comply with standard accounting practice and procedures
- Lead budget holder meetings to support the effective management of budgets, forecasts and cashflow
- Support financial reporting to funders

3. Financial Systems, Payments, Audit and Compliance

- Lead on audit activities to ensure the delivery of timely and accurate accounts
- Coordinate the annual Trustees' Report and prepare the Finance Review, ensuring statutory compliance
- Maintain up to date knowledge of accounting and legal requirements for charity sector reporting
- Ensure timely submission of Theatre Tax Relief (TTR) Claims, Gift aid and VAT
- Liaise with the bookkeeper on PAYE/payroll, pension scheme and other employee benefits.
- Ensure tax compliance for the company (working with specialist advisors where required)

KEY AREAS OF RESPONSIBILITY

4. HR

- Responsible for all HR matters, including policy adherence, recruitment, appraisal, training and employment contracts
- Provide support and advice to line managers on personnel issues
- Work with the Executive Producer to ensure the company is resourced with the skills and job roles to deliver the strategy

5. *Operations & Governance*

- Identify opportunities to streamline processes and achieve efficiencies
- Overall leadership of the CRM, IT, cyber security and data management
- Oversee the General Manager's responsibilities in ensuring smooth office running, including insurances, rental negotiations and policies and procedures
- Maintain the risk register for review at Board and Finance Committee meetings

6. *Organisational growth and advocacy*

- Attend occasional company events and performances
- Uphold Equal Opportunities, diversity and dignity at work policies and support efforts to reduce environmental impacts
- Identify and undertake personal development and training
- Undertake any other duties as reasonably required by management



PERSON SPECIFICATION

Skills, Knowledge & Expertise required for the role:

Essential

- Demonstrable experience of a complex finance role, including responsibility for financial and management accounts, budgeting, business planning, strategic financial management, annual accounts, year-end processes, audits and external reporting
- Accountancy qualification – full or part-qualified
- Proficiency with accounting software, preferably Xero, and excellent knowledge of Excel and other Microsoft Office applications
- Experience of preparing and presenting financial reports
- Experience in line managing, leading and motivating teams, with a supportive management style that brings out the best in individuals and in the team as a whole
- Experience of liaising and advising non-financial managers and staff
- Experience of leading on HR matters
- Excellent written and oral communication skills
- Self-motivated, with the ability to work independently, using own initiative and without direct supervision
- Target-focused and results-driven, with effective time management, prioritisation and planning skills
- Strong analytical and problem-solving skills
- Strong organisational and administrative skills, with demonstrable accuracy, attention to detail, and respect for legal/regulatory guidance

Desirable

- Experience of working within the charity and/or cultural sector
- Experience of working for an Arts Council of England funded organisation, e.g. National Portfolio Organisation
- Experience of driving income generation opportunities and achieving targets
- Experience of preparing and submitting VAT returns and TTR claims
- Experience of analysing multiple data sources to improve business decision making
- Knowledge and interest in AI and its application in a business environment

TERMS

Salary: £50,000

Contract: Full time permanent contract

Hours and location: Standard working hours at Hofesh Shechter Company are 10am-6pm, Monday to Friday. This includes a one-hour lunch break. The company currently operates hybrid working, with up to 2 days per week remotely.

Due to the nature of HSC and the performing arts sector, occasional evening and weekend work will be required. This will be planned well in advance with time off in lieu provided.

Holiday: 20 days holiday (plus 8 days public holidays) each year with one week taken over the December holiday season After one year's service this increases to 25 days holiday (plus 8 days public holidays) each year.

Employee benefits

- Workplace pension 3% employer contribution
- Flexible working and reasonable adjustment will be considered
- Access to an external Employee Assistance Programme (EAP) for access to 24/7 mental health and wellbeing support
- Free eye tests

Benefits to working at Hofesh Shechter Company

- A culture of creativity, diversity and dynamism that offers you the tools, space and opportunity to learn, innovate and grow
- A dynamic and committed small team with a passion for dance and strong management skills
- A landmark office location at Somerset House in central London, by the river
- We are London Living Wage employers and members of Parents & Carers in the Performing Arts
- A commitment to staff development and training
- Access to free or discounted tickets for performances where possible

HOW TO APPLY

Send your CV and a statement (no more than two pages) telling us:

- About the skills, experience and qualities you would bring to the role and how these meet the person specification
- Using specific examples of relevant achievements in recent posts or freelance contracts to demonstrate your ability to match the criteria
- Include any relevant education and professional qualifications appropriate to the post
- Why you want to work at Hofesh Shechter Company
- Include the names of two referees (please note: referees will only be contacted after seeking your permission)
- Details of your current notice period (if applicable)

Applications should be sent by email to info@hofesh.co.uk with the subject line FINANCE AND OPERATIONS and YOUR NAME.

Please also complete our equal opportunities [monitoring form](#) which will be kept separate from your application and will be kept anonymous.

Deadline: 10am, Friday 6 March 2026

For a confidential, informal discussion about the role or questions about the terms of employment please contact us at info@hofesh.co.uk

INTERVIEWS AND OFFERS

Shortlisted candidates will be notified by Friday 13 March. Interviews will be held in person on **Tuesday 24 March** at Somerset House, Strand, London WC2R 1LA.

Candidates may be required to attend a second interview on 30 or 31 March 2026.

An offer of employment is subject to receipt of satisfactory references. Please note that references will not be requested until a formal job offer has been made.

Appointment is subject to confirmation of the right to work in the UK. Candidates must be able to evidence an existing right to work for a minimum of three years (e.g., through settled status or a long-term visa). Hofesh Shechter Company is currently unable to offer visa sponsorships.





NOTE ON ACCESS

Hofesh Shechter Company is committed to making reasonable adjustments and ensuring no applicant is disadvantaged based on disability or access needs. If you would like further information or wish to have a detailed discussion about your requirements, please contact info@hofesh.co.uk

Physical access at Somerset House:

The Hofesh Shechter Company office is located in the mid-basement of Somerset House, which is reached by either lift or a spiral staircase. Please note that the ground immediately outside Somerset House is cobblestone. Parking is not available on site.

Gender neutral and accessible facilities:

The mid-basement office area has two gendered bathrooms and one accessible facility. Further accessible facilities are available throughout the public areas of Somerset House, which include a mix of gendered and all-gender facilities.

STANCE ON AI

At Hofesh Shechter Company we understand that AI can be used as an access tool to aid writing job applications. For those using AI for their application, we ask that you make sure your answers reflect you and your experience and don't simply mirror the job description or specification back to us.

www.hofesh.co.uk

@hofeshco



YouTube



Hofesh Shechter Company

Somerset House, Strand

London, WC2R 1LA

Registered Company no. 6737326

VAT no. 946132427

Charity no. 1130255



Images

Front: *Theatre of Dreams* © Tom Visser

Page 2: Hofesh Shechter in rehearsal

Page 4: *Grand Finale* © Rahi Rezvani

Page 6: *Theatre of Dreams* © Tom Visser

Page 10: *Grand Finale* © Rahi Rezvani

Back: *Contemporary Dance 2.0* © Stephanie Claire

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