



RECRUITMENT PACK FINANCE DIRECTOR

KilnTheatre.com

**“A marvellous community reality...
alive with challenge and promise.”**

James Baldwin

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“An irresistibly sweet treat.”

The Telegraph on *Two Strangers (Carry a Cake Across New York)*

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WELCOME

We are looking for an experienced Finance Director to join the team. They will work collaboratively with our Artistic Director/CEO (Amit Sharma), Executive Director (Iain Goosey) and Board of Trustees and will play a key role in influencing the financial direction of Kiln Theatre. This critical senior team position is central to the organisation's sector leading mission and will contribute towards Kiln's business planning and strategic development.

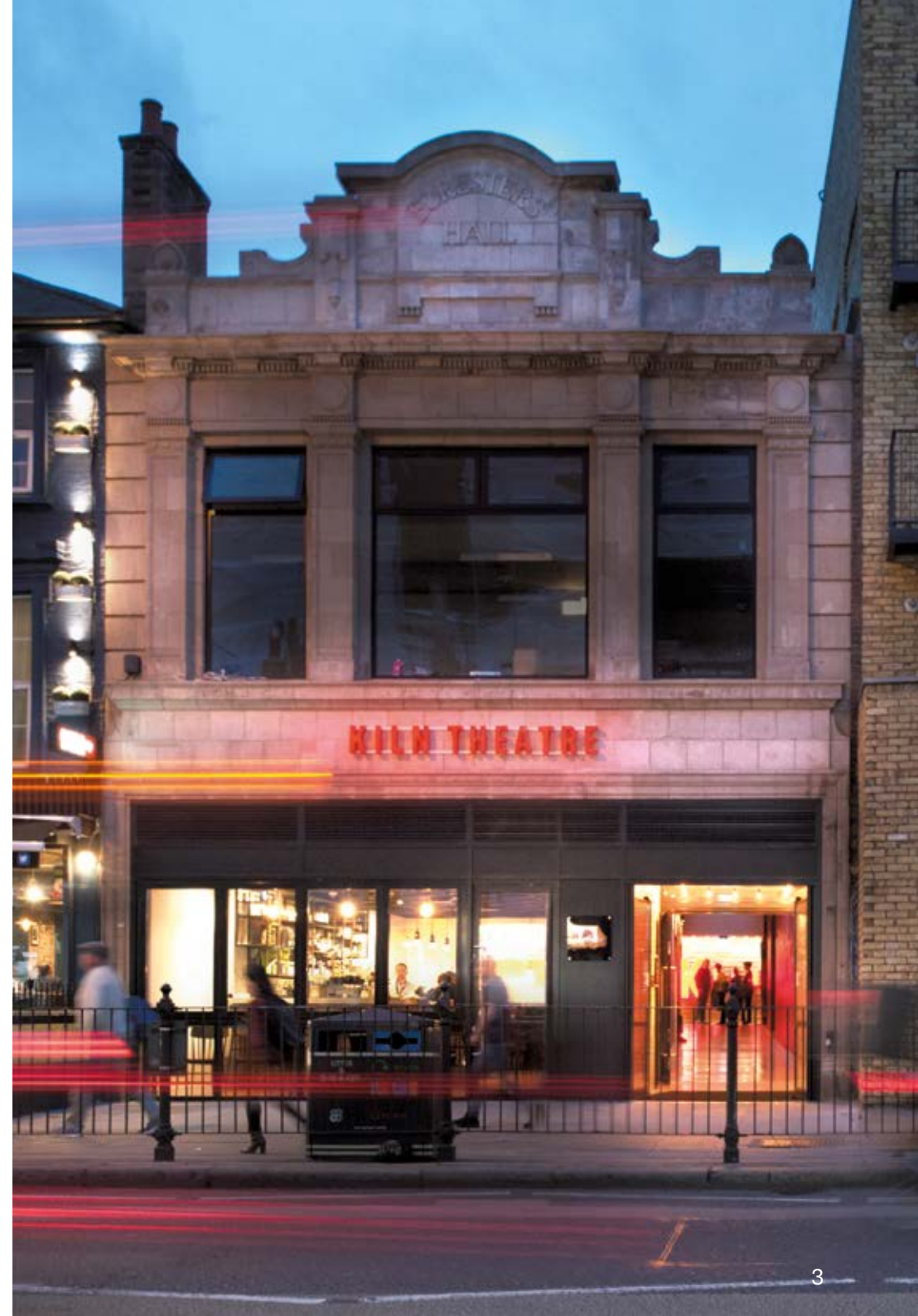
Kiln sits in the heart of Kilburn in Brent, the most culturally diverse borough in London. Over 140 languages are spoken here, and 65% of the local population are from Global Majority backgrounds. Arts Council England has identified Brent as a 'Priority Place', eligible for increased investment and improved engagement.

We have a beautiful 292 seat theatre auditorium, loved by actors and creatives alike, a newly refurbished cinema space, our own rehearsal room, a smaller workshop space and a welcoming bar.

Since reopening in 2018 following a major capital project, the artistic reputation of the theatre has gone from strength-to-strength (which has included West End/US transfers of our work and winning 'Best Theatre' at The Stage Awards in 2021) alongside an award-winning Creative Engagement programme that delivers game-changing activity within our communities.

Whilst the financial outlook across the subsidised theatre sector remains challenging, now is a fantastic and exciting time to join Kiln Theatre. 2024/25 has marked a year of artistic growth and financial consolidation, under the organisation's new executive leadership, building upon Kiln's outstanding industry reputation. Last year, we delivered a successful programme of shows whilst also transferring two Kiln productions to the West End with a Broadway transfer to follow this autumn. At Kiln, we have a thriving staff team and an excellent working culture. We are growing our audiences, strengthening our financial sustainability (with a refreshed producing model and new revenue streams) and are delivering a season of ambitious productions for 2025-26.

Photo © Philip Vile



ABOUT KILN THEATRE

Kiln Theatre sits in the heart of Kilburn in Brent, the most culturally diverse borough in London where over 140 languages are spoken.

We are a place of creative transformation and artistic ambition – an empowering space where community connection sits at the centre of everything we do. From the heart of Kilburn, we stage an internationally acclaimed programme of UK premieres and dynamic revivals – human stories that entertain, fire the imagination and reflect the world around us.

As Tricycle and now Kiln, we are proud of our history and passionate about our future. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it.

We believe that theatre can be for anyone, and we are committed to nurturing the talent of young people and providing a platform for their voices to be heard whilst working with older people to create a thriving community around our theatre.

The venue has a 292-seat theatre alongside a 291-seat cinema auditorium, a bar and two rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

**A neighbourhood venue shaping national conversation.
Our doors are open to all, and your stories live here.**

“Kiln Theatre has revitalised the cultural life of Brent (in North-West London) and brings world-class theatre at an affordable price to people from all walks of life.”

Zadie Smith

OUR VISION

To ignite artistic imagination through diverse storytelling that reflects the richness of our world. Kiln is a space where we celebrate our shared humanity, build a powerful sense of belonging and demonstrate that theatre can be for anyone.

OUR VALUES

Kiln is **representative**. We represent diverse voices on and off our stage – including different perspectives and experiences in our decision making.

Kiln is **open-hearted**. We create together and build trust by being kind, empathetic and welcoming – acting with warmth and integrity.

Kiln is **enterprising**. We think creatively and act resourcefully to generate opportunities to support and grow our artistic ambitions.

Kiln is **courageous**. We are daring, willing to take creative risks and push boundaries to make meaningful and relevant work.

OUR MISSION

From the heart of Kilburn, we tell real human stories shaped by exceptional artists – harnessing the power of creativity to remove barriers, celebrate individuality and bring people together.

OUR PRIORITIES

Develop. Build. Create. Engage.

ARTISTIC EXCELLENCE

**ARTISTS, AUDIENCES, ACCESS
AND INCLUSION**

**CREATIVE ENGAGEMENT WITH
LOCAL COMMUNITIES**

**ORGANISATIONAL RESILIENCE,
PEOPLE AND PATHWAYS**

HISTORY

Our building has been a place of entertainment and a gathering point for communities for 90 years. It started life in 1929 as a meeting hall for the Friendly Society of Foresters. The hall was converted to a theatre in 1980 by Shirley Barrie and Ken Chubb, who named it the Tricycle Theatre in honour of their touring theatre company, the Wakefield Tricycle Company. Over the years, new spaces were added, including a rehearsal room and cinema. In 2016, a major £9m capital project was launched, transforming the theatre's accessibility, adding more seats and a lighting gantry to the auditorium, and creating a new street-front café. The theatre reopened in 2018 as Kiln Theatre with a bold and sector-leading artistic programme, a deep commitment to supporting our many local communities, and a highly engaged and values-driven staff team and Board.

DIVERSITY

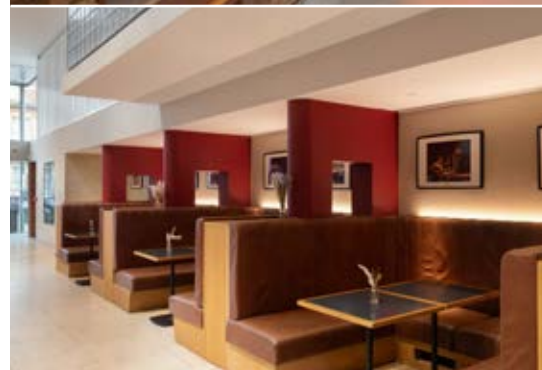
Kiln Theatre does not strive to be diverse, it is diverse. This is driven by the network of artists and partners we collaborate with, by the themes of the shows we choose to produce, and by the strength of our relationships with, and commitment to, the local communities of Brent. We believe that diversity of thinking, and the creation of an internal culture that welcomes and celebrates different perspectives and experiences, changes the ambition and impact of an organisation.

ENVIRONMENTAL SUSTAINABILITY

We aim to be an environmentally responsible organisation and ask that our team and collaborators works to support this goal. In doing so we are seeking to promote efficient and sustainable practices, including the incorporation of the Theatre Green Book for all of our productions, which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

FURTHER INFORMATION

For more information about Kiln Theatre and our work, please visit kilntheatre.com



Photos © Rachel Ferriman

OUR PRODUCTIONS

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Recent productions include Amit Sharma's critically acclaimed 5-star production of *Retrograde* by Ryan Calais Cameron, which transferred to London's West End, the Pulitzer Prize award-winning *English* by Sanaz Toossi (in association with the Royal Shakespeare Company), *Peanut Butter and Blueberries* (UK Theatre Award nominated for Best New Play) by Suhaiymah Manzoor Khan, *Two Strangers (Carry a Cake Across New York)*, which transferred to the West End and then to the American Repertory Theater in Boston prior to a transfer to Broadway, Roy Williams' critically acclaimed adaptation of *The Lonely Londoners* (now one of Kiln's top selling shows of all time), and the sell-out revival of *The Ministry of Lesbian Affairs* by Iman Quereshi.

Amit Sharma's bold artistic vision continues into 2025/26 with a new season of productions which will build upon Kiln's mission of staging work that entertains, fires the imagination and reflects the world around us.

At Kiln, we enrich the UK theatre landscape by developing emerging talent, particularly artists from Global Majority and disabled backgrounds. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it. Kiln continues to develop an exciting and diverse portfolio of commissioned playwrights some of whom include Amy Trigg, Zodwa Nyoni, Ishy Din and Suhayla El-Bushra.

“I wanted to say thank you, for creating the most diverse theatre I have yet to go to. In terms of race, culture, class, age-everything, not only in the selection of shows and the actors, but in the audience.”

Audience Member



Photo © Steve Gregson



Photo © Mark Senior

Our full programme of work – past and future – can be found on our website.
Our produced and co-produced work from the past few years include:

2025

The Lonely Londoners
Shanghai Dolls
The Ministry of Lesbian Affairs
Reunion
Coven

2024

The Frogs
The Ballad of Hattie and James
English
Peanut Butter and Blueberries
Pins and Needles
The Purists

2023

Retrograde
Es & Flo
Modest
Mlima's Tale
Two Strangers (Carry a Cake
Across New York)

2022

Black Love
Girl on an Altar
The Darkest Part of the Night
Handbagged
Reasons You Should(n't) Love Me
The Wife of Willesden

2021

Reasons You Should(n't) Love Me
The Invisible Hand
NW Trilogy
The Wife of Willesden

2020

Snowflake
Pass Over



★★★★★ "Must-see theatre."
The Telegraph on *Retrograde*



"Undeniably impressive."
Evening Standard on *Shanghai Dolls*

CREATIVE ENGAGEMENT WORK

Our award-winning Creative Engagement (CE) programme champions the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre where over 140 languages are spoken and 65% of the local population is from Global Majority backgrounds. Many face significant challenges, including economic inequality and limited access to cultural experiences. Our CE programme reaches over 1,500 participants annually, targeting inequality of opportunity and empowering positive change.

We are in year two of delivery for our largest community project to date – the Kilburn High Road Project. This three-year ambitious heritage project will engage over 8,000 local people and will celebrate the rich and diverse heritages of Kilburn culminating in a large-scale community Production on Kiln's mainstage.

Flagship programmes and projects include **Arrive Build Create, Schools Residencies, Backstage Workshops, Youth Theatre, Dementia Friendly Screenings** and the **Kilburn High Road Project**.

“I have come across and experienced a variety of different projects with a variety of theatres. I can honestly say working with Kiln has been different. The personal nature of this project makes it highly bespoke. The residency itself is wide ranging and truly gives students an insight into theatre and performance that they would not get from a classroom alone.”

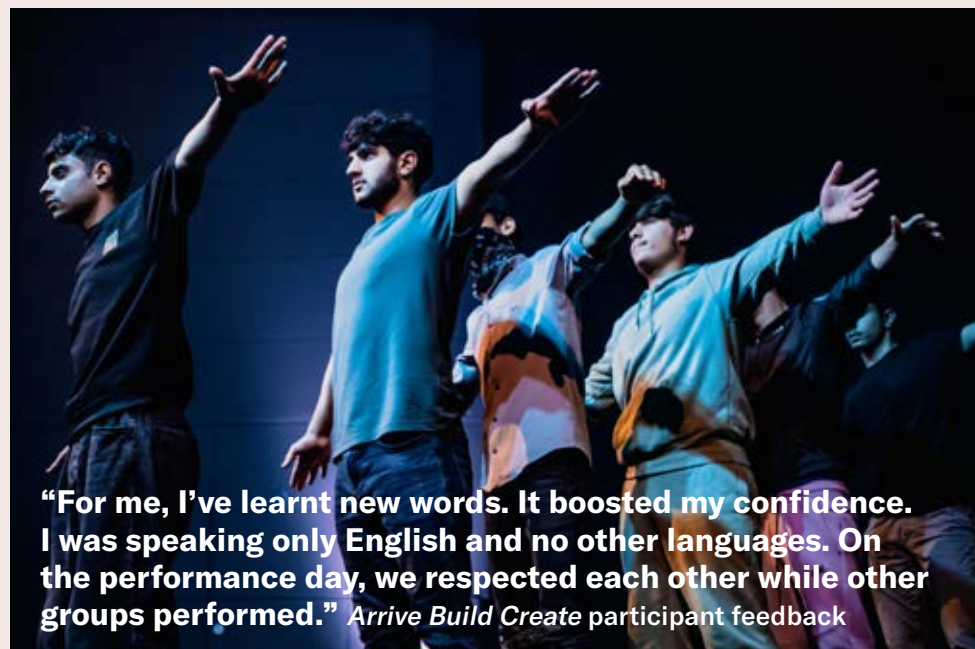
Teacher feedback on Schools Residencies

KILN CINEMA & EVENTS

Our 291-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. In our cinema auditorium we also host a year-round programme of talks, Q&A's, book launches and special events with some of the country's top artists, entrepreneurs, academics and writers. The Cinema underwent a refurbishment in 2024/25 which involved a major technical and facilities infrastructure upgrade – including a new projector, seating, carpeting and more efficient lighting solutions. This has enabled us to deliver more versatile, comfortable and immersive experiences for our visitors.



Photos @ Harry Plowden



Photos @ Rianne Black-Foster (RiStyle Shoots)

FACTS AND FIGURES FOR THE FINANCIAL YEAR 2024/25

Over
200
freelancers engaged

110,700
social media followers

446

young people performed on our stages



253
performances



57,600

audience members across theatre and cinema

2

West End transfers of Kiln productions

502

film screenings



38,583

average monthly website visitors

712

individuals directly engaged with our Creative Engagement programmes

829

hours of training provided for local young people

OVER 60000

tickets subsidised for Brent/Camden residents, young people and members of the NHS



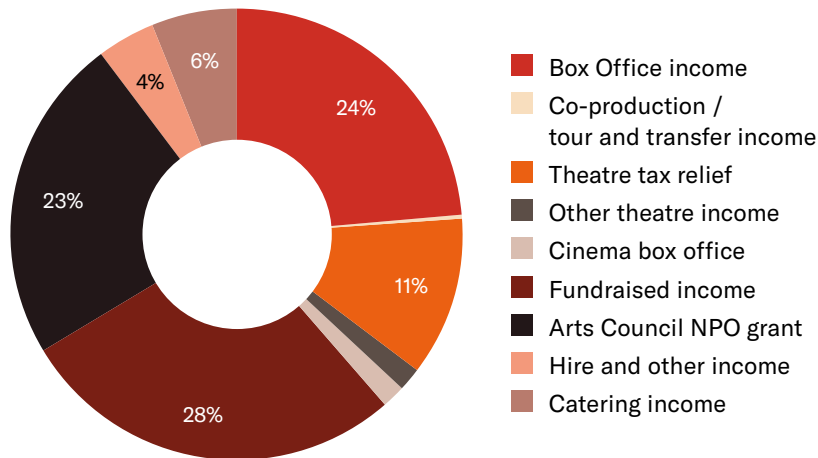
Photo © Mark Senior



"Spellbinding... note-perfect"

The Telegraph on *The Ballad of Hattie and James*

SOURCES OF INCOME FOR 2024/25



OUR FINANCES

Our annual turnover is approximately £4 million. Kiln Theatre receives funding from Arts Council England as a National Portfolio Organisation. Additional income comes from box office ticket sales and other commercial revenue streams, with a final sum generated through fundraising.

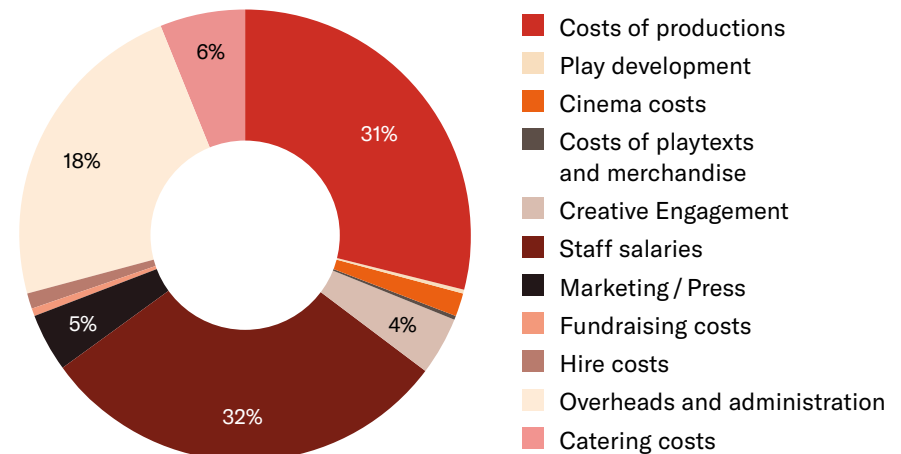
At year end March 2025 our general reserves stood at £1,150,000 (to include funds for three months' operating costs), plus designated funds of £236,000 (for capital building maintenance, Creative Engagement activity and commissioning).

GOVERNANCE

Kiln Theatre is registered as Kiln Theatre Ltd with Companies House (Company number: 01396429) and with the Charity Commission (Charity Number: 276892). The Charity is led by a highly experienced Board of Trustees: Pippa Adamson, Aleksandra Barnes, Michael Berg, (Vice Chair), Sabine Chalmers (Chair), Louis Charalambous, Heather Doughty, Natasha Gordon, Katie Haines, Sophie Hussey, Alastair Levy, Maimuna Memon and Stacy Coyne Wright. We have two subcommittees which include the Nominations committee and Finance and Risk committee.

We have a trading subsidiary, Tricycle Screen (Trading) Ltd which operates our bar.

EXPENDITURE FOR 2024/25



ORGANISATION

SENIOR MANAGEMENT TEAM

Kiln Theatre is led by the Artistic Director/CEO and Executive Director, reporting to the Board. They are supported by the Senior Management Team of seven including the Head of Audiences & Sales, Head of Operations & Front of House, Head of Production, Finance Director, Producer, Fundraising Director and Head of Creative Engagement.

STAFF BASE

We have a 37 strong permanent staff base and a customer facing casual team of 50 working across front of house, bar and box office. We also engage a large number of freelancers to work on and off stage in our productions, as well as casual technicians.

THE ROLE

TITLE

Finance Director

LOCATION

Kiln Theatre, 269 Kilburn High Road,
London, NW6 7JR

REPORTS TO

Artistic Director/CEO and Executive Director

RESPONSIBLE FOR

Finance Manager and outsourced payroll team

KEY RELATIONSHIPS

All Senior Team, Auditor, and Tax Advisors, Insurer,
Grant-giving bodies

CONTRACT

Part-time (3 days per week), Permanent

PURPOSE OF THE ROLE

As Finance Director, you will work closely and collaboratively with Amit (Artistic Director/ CEO) and Iain (Executive Director), supporting them as they lead Kiln Theatre through a period of transition and growth. As a key member of the Senior Team, the Finance Director will be responsible for Kiln Theatre's financial health and for ensuring that effective controls are in place and that all regulatory requirements are met.

You will lead and manage the Finance department, ensuring that the finance operation at Kiln operates to the highest standards and is effectively embedded within the organisation.

The Finance Director will play a major role in contributing to Kiln Theatre's business planning and strategic development, including identifying opportunities for efficiencies, supporting the resilience of the organisation for the future, ensuring compliance with best practice at all times and helping the company to fulfil its creative and financial ambitions.

The role will work with members of the Board, particularly the Finance & Risk Committee, as well as the external auditors. The Finance Director also oversees the finances for Kiln Theatre Ltd and its two subsidiaries – Tricycle Screen Ltd and Kiln London Productions Limited.



**"Irresistibly rambunctious
theatrical debut."**

The Telegraph on *The Wife of Willesden*

KEY RESPONSIBILITIES

STRATEGY AND PLANNING

- Alongside the Executive Director, lead on the financial planning and strategic development of the charity, providing reliable and accurate financial input into the long-term strategic plan
- Collaborate with members of the Senior Team on the development and delivery of budgets enabling long-term financial forecasting and budgeting
- Ensure Trustees have the financial and monitoring information they need to fulfil their strategic financial management role – including the preparation of detailed budgets and papers for Board meetings
- Lead on the development of business planning tools that help to steer the organisation towards strong and sustainable long-term financial health
- Provide strategic and business support to the Operations and Marketing departments to support the development and financial management of the Theatre programme, Cinema and Catering offer at the Theatre in order to maximise generated income
- To act in the best interests of Kiln Theatre, providing support and guidance to the Executive team, and seeking external advice as required

FINANCIAL REPORTING

- With the support of the Finance Manager, prepare and manage cash flow projections, monthly management accounts, and quarterly Board

papers

- Ensure adequate reporting is provided to department managers to ensure they can manage their budgets effectively
- Provide and present appropriate reporting to the Finance & Risk Committee
- Provide all financial information to grant-giving bodies and to our statutory funders
- Work closely with the Fundraising department and Finance Manager to prepare budgets for funders and to report activity against these budgets in line with their requirements, ensuring that funding conditions are met and funds are properly recorded and managed



Photo © Richard Davenport

FINANCIAL MANAGEMENT

- Maintain overall responsibility for the Finance department, including ensuring that all operational finance tasks are completed accurately and on a timely basis
- Annually review all financial systems, policies and procedures - including a review of internal financial controls
- Work with the Executive Director to develop the annual budget, leading the process with Senior Team budget holders, working to ensure that the final annual budget each year is robust and accurately reflects the strategic direction of the organisation
- Oversee the management of the organisational budget, including ensuring that budget holders are accountable for their spend against budget –



advising the Executive Director on financial exceptions and remedial actions where required

- Work to uphold the Reserves Policy as determined by the Board
- Ensure forecasts are prepared on a timely basis to closely monitor the year-end position throughout the year
- Maintain responsibility for Kiln Theatre's overall cash flow management, including providing the Executive team with accurate monthly updated cash flow reports
- Check the condition of all assets and conduct an annual review of whether assets and investments are being put to best use and serving the organisation's interests
- Treasury management, including an annual review of current and deposit bank accounts, to ensure the company has sufficient cashflow to meet its obligations whilst optimising use of excess funds
- Fulfilment of the Finance Manager's responsibilities during annual leave and other absence. Experience of setting up payments, raising invoices and posting income journals essential.

STATUTORY REPORTING AND COMPLIANCE

- Oversee the year end process, prepare and draft the annual statutory accounts and TTR claims for the theatre and its subsidiary companies – including managing the relationship with the auditors
- Manage the relationship with the Theatre's bankers and other financial stakeholders
- Ensure compliance with all statutory and

regulatory requirements, including the completion of returns to statutory authorities such as Companies House and the Charity Commission

- Oversee the completion of all Theatre Tax Relief claims, gift aid claims and quarterly VAT returns and annual partial exemption adjustment
- Ensure compliance with HMRC and all PAYE/NIC and legal legislation around payroll and payment of entertainers

OTHER

- Provide support to the Finance Manager, including advising on finance practices, procedures and systems or changes as required, as well as supporting the Finance Manager in their role as Pensions Administrator
- Provide financial leadership and oversight in all contracting with external parties and ensure that the theatre's interests are properly protected
- Ensuring the theatre is properly insured and lead on the annual policy negotiations

★★★★★ **"A timely reminder that hope must be stronger than hate."**
The Arts Desk on *Peanut Butter and Blueberries*



Photo © Oluwatosin Daniju

ABOUT YOU (PERSON SPECIFICATION)

YOU SHOULD HAVE (ESSENTIAL):

- Significant experience in the finance sector with an accountancy qualification and professional knowledge of Charities SORP and fund accounting
- Demonstrable ability to think strategically and understand broader organisational issues
- Ability to build highly effective and collaborative working relationships with trustees, executives and staff
- A forensic eye for detail with confident communication skills and the ability to lead staff and advocate inside and outside of the organisation
- A sound grasp of business management and an entrepreneurial flair, including proven skills in risk analysis, forecasting and problem-solving, and the ability to communicate financial information and data in a way that is understood to non-finance colleagues and trustees
- Experience of liaising with multiple departments to generate accurate forecasts and cash flow projections
- Experience of implementing and reviewing robust financial systems, policies and procedures
- Practical experience of the day to day tasks the finance team deliver and willingness to step in to deliver those tasks if required
- Confidence to manage intricate inter-company transactions
- Consolidation experience to ensure accurate group reporting

BONUS IF YOU HAVE:

- Experience in leading a finance department in a charity, arts, film or entertainment organisation
- Familiarity with partial exemption in VAT and Theatre Tax Relief
- An experience of leading or supporting high-level organisational decision-making, and ideally theatrical production accounting.
- Payroll experience with outsourced teams
- A knowledge of statutory funding requirements
- An empathy for the charitable aims of Kiln Theatre, and a commitment to the successful delivery of our mission

This job description is a guide to the nature of the work required of the Finance Director and does not form part of the contract of employment.

TERMS AND CONDITIONS

CONTRACT

Part-time permanent (3 days / 22.5 hours per week)
Office hours are 10am-6pm and mid-week evening work will sometimes be an essential part of the role (press nights, board meetings).

START DATE

Dependent on successful candidate's availability.

SALARY

£55,000-£60,000 (full-time equivalent) per annum dependant on experience.

ANNUAL LEAVE

18 days per year, as adjusted pro rata.

PROBATIONARY PERIOD

6 months, followed by review.

PENSION

Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 4% of basic salary although employees may contribute more.

OTHER BENEFITS

Employee Assistance Programme, Cycle to work and Season ticket loan schemes. Complimentary tickets for preview performances, subject to availability. £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar.

EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, hard of hearing, disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We are members of the Disability Confident Scheme and guarantee to interview all disabled candidates who would like to be considered under this scheme and who meet the criteria in the "You should have" section of the person specification. We will support and provide access requirements if you identify as disabled. This includes during the application process, at interview stage and beyond.

Please contact us via email at recruitment@kilnthatre.com.

HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the Application Form and [Equal Opportunities Monitoring Form](#) are completed please return, by the closing date, to:

Email: recruitment@kilntheatre.com using the heading 'Finance Director'

By post: Recruitment, Kiln Theatre, 269 Kilburn High Road,
London, NW6 7JR

Closing date: Midday on Thursday 20 November 2025

Interviews: First round: Thursday 27 November 2025
Second round: Friday 5 December 2025

We will be reviewing applications as they are received and may invite candidates to interview before the closing date. With this in mind, we recommend that applications are submitted as soon as possible, as the role may close once filled.

You are encouraged to contact **Michele Lonergan**, Finance Director, and/or **Iain Goosey**, Executive Director, for an informal and confidential chat about the role. Please email recruitment@KilnTheatre.com.

WHAT HAPPENS NEXT?

We will invite some applicants for an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.



**"Dazzling, clever
and moving."**

The Times on *English*



Photos © Richard Davenport

KILN THEATRE

KilnTheatre.com

269 Kilburn High Road,
London, NW6 7JR, England

f i X d @KilnTheatre



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

Registration No. 1396429. Charity No. 276892



"Mesmerising"

New European on *Reasons
You Should(n't) Love Me*