



SCOTTISH
DANCE
THEATRE



**Dundee Rep and
Scottish Dance Theatre**

Director of Finance and Human Resources

**Celebrating 85 years
of creativity, connection
and community**



1 About Us /

Dundee Rep and Scottish Dance Theatre have been shaping the cultural landscape of Dundee, Scotland and beyond for nearly a century. We believe the arts are essential to life, fostering creativity, learning and human connection.

We are home to:

- **Dundee Rep Theatre**, a leader in Scottish theatre, producing award-winning and critically acclaimed productions, including world premieres and festival successes such as the Scottish premiere of the Pulitzer Prize-winning *August: Osage County*, the Scotsman Fringe First winner and Musical Theatre Review's Best Musical at Edinburgh Fringe 2024 *A History of Paper*, and the world premieres of musicals *No Love Songs* and *Oor Wullie*.
- **Scottish Dance Theatre**, Scotland's flagship contemporary dance company, which tours nationally and internationally, bringing innovative performances to audiences across Europe, South America, and Australia. Founded as a grassroots community company in 1986, it has evolved into a leading force in dance, collaborating with artists worldwide and performing in venues ranging from remote Scottish village halls to opera houses in South America and art festivals in Europe.
- **Engage Programme**, offering community outreach, creative learning, and dramatherapy, making high-quality arts experiences accessible to all. We have been one of only two UK theatres providing dramatherapy for adults and families for over 30 years, offering therapeutic mental health support in a creative, non-clinical environment.

Together, we bring Scotland to the world and the world to Scotland, shaping a vibrant cultural landscape that celebrates the power of the arts to transform lives and foster meaningful.

2 Strategic Aims /

Our Strategic Aims (2025-2028)

As a Multi-Year Funded Organisation of Creative Scotland, our mission to make ***creative experiences matter in life***, is guided by four key strategic aims:

1. **Artistic and Community Development & Delivery** – Producing and presenting outstanding theatre and dance experiences.
2. **Business Operations & Sustainability** – Ensuring financial health and operational excellence.
3. **Environmental Impact & Sustainability** – Reducing our environmental footprint and fostering sustainable practices.
4. **Equality, Diversity & Inclusion** – Making the arts accessible to all and championing diverse voices.

**Cultivating spaces where creativity
flourishes and everyone
feels welcome**



3 Job Description and Person Specification

Dundee Rep and Scottish Dance Theatre Limited Director of Finance and Human Resources

- **Reports to:** Executive Director
- **Direct Reports:** Head of Finance and HR
Interim Human Resources Manager
- **Finance and HR Team Members:** Finance Officer and Payroll Officer

4 Purpose /

As part of the Executive Team, the Director of Finance and Human Resources is responsible for ensuring the financial health, sustainability, and compliance of Dundee Rep and Scottish Dance Theatre Limited (DRSDTL). Having secured three years of funding from Creative Scotland, with a significant uplift in excess of £600k, the Organisation is now taking forward a new Strategic Framework and three-year Business Plan and this role is critical in supporting that, ensuring business objectives are met.

The Finance and Human Resources Director holds a unique and vital position, requiring a blend of financial acumen and people-centric leadership, appreciating the values and artistic goals of the organisation, so that financial and human resources strategies, can be used to best support our purpose.

Over the course of the three-year period of the new Business Plan the outcomes that the Finance and Human Resources Director will play a central role in achieving are:

Financial Outcomes

- Financial Stability and Sustainability
- Resource Optimisation
- Transparency and Accountability

Human Resource Outcomes

- Talent Acquisition and Retention:
- Employee Development and Engagement
- Legal and Ethical Compliance
- Strategic Workforce Planning
- Organisational Cultural

Strategic Planning Outcomes

- Integrated Strategic Planning
- Effective Collaboration
- Data-Driven Decision Making



**Crafting meaningful human
connections through the arts for
nine decades**

5 Primary Tasks /

FINANCE

- **Management and Reporting:** To continue work underway to review and implement an extensive programme of change in financial processes and reporting.
- **Governance and Statutory Reporting:** Lead a review of requirements relating to financial governance.

HUMAN RESOURCES

- Work with the Executive Director and Interim HR Manager to support the continued enhancement of the policy and procedural environment that DRSDTL operates within.
- Supporting the strategic leadership requirements in any significant organisational change projects undertaken within the period.

CORPORATE SERVICES AND PROFESSIONAL SERVICES SUPPORT

- Support the Executive Director with the procurement, liaison and project management of professional services which support the above.

RELATIONSHIPS

Stakeholder and Team Leadership

- Lead on stakeholder financial management, ensuring clear and transparent financial reporting to funders, partners, and sponsors.
- Support the Executive Leadership Team in aligning financial planning with organisational strategy.
- Build and maintain strong financial relationships with external partners, suppliers, and service providers.

Internal

- Executive Director
- Senior Leadership Team
- Finance and HR Team
- Board of Trustees
- Fundraising, Commercial, Operations, and Programme Teams

External

- Funders, Sponsors & Grant Providers (financial reporting and compliance)
- External Auditors, HR Advisor & Legal Advisors (governance, financial regulations, and risk management)
- Banks & Financial Institutions (account management and cash flow monitoring)
- Landlord & Office management personal
- Suppliers & Contractors (financial agreements and contracts)

6 Experience /

Essential Experience

- Accounting qualification (ACCA, CIMA, or equivalent) and extensive proven financial experience.
- Senior finance leadership experience, ideally in a charity and/ or cultural organisation.
- Commercial mindset, with experience in financial modelling for income generating activities.
- Strong expertise in financial strategy, budgeting, forecasting, and risk management.
- Proven ability to embed business planning into operational and programme teams.
- Robust knowledge of the legal and compliance frameworks an organisation such as DRSDTL must operate within.
- Experience in contract and funding agreement oversight, ensuring financial compliance.
- Excellent ability to present financial insights to non-finance stakeholders, including Boards and funders.
- Experience of partially exempt VAT returns
- Strong problem-solving, analytical, and communication skills, with an eye for operational efficiency.
- Experience of employment law and compliance with legal requirements
- Experience of policy development

Desirable Experience

1. CIPD qualification or equivalent
2. Experience of working in the UK cultural sector.

7 Terms and Conditions /

Pay

The salary range for the post is £55,000 - £65,000 per annum dependant on experience., Flexible working is available.

Hours

Permanent full-time role 37.5 hours per week across 5 days. Hybrid working available. Some evening and weekend work will be required.

Holidays

29 days per year inclusive of Public Holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be three months, or within the probationary period one month.

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.



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