

CHANGING THE WORLD ONE ♀ AT A TIME

Finance and Operations Manager
Recruitment Pack 2026



About Us

Open Clasp is a feminist theatre company based in the North East which co-creates theatre with women and girls that calls for gender justice and systemic change.

Our mission is to create theatre which ignites activism and places social, political, and personal change at its heart- changing the world one play at a time. By doing this, we aim to achieve our vision of gender justice for women and girls.

We do this by creating spaces for women, inclusive of trans women and non-binary individuals, to be creative, share and discuss. Women gather as experts in their lived experiences to highlight the issues and what needs to change. By sharing the injustices of women and girls, we seek to find the justice. Our award-winning theatre influences opinions, supports academic research and impacts policy.

Body



A Welcome from the Chief Executive and Artistic Director



Thank you for your interest in working with us.

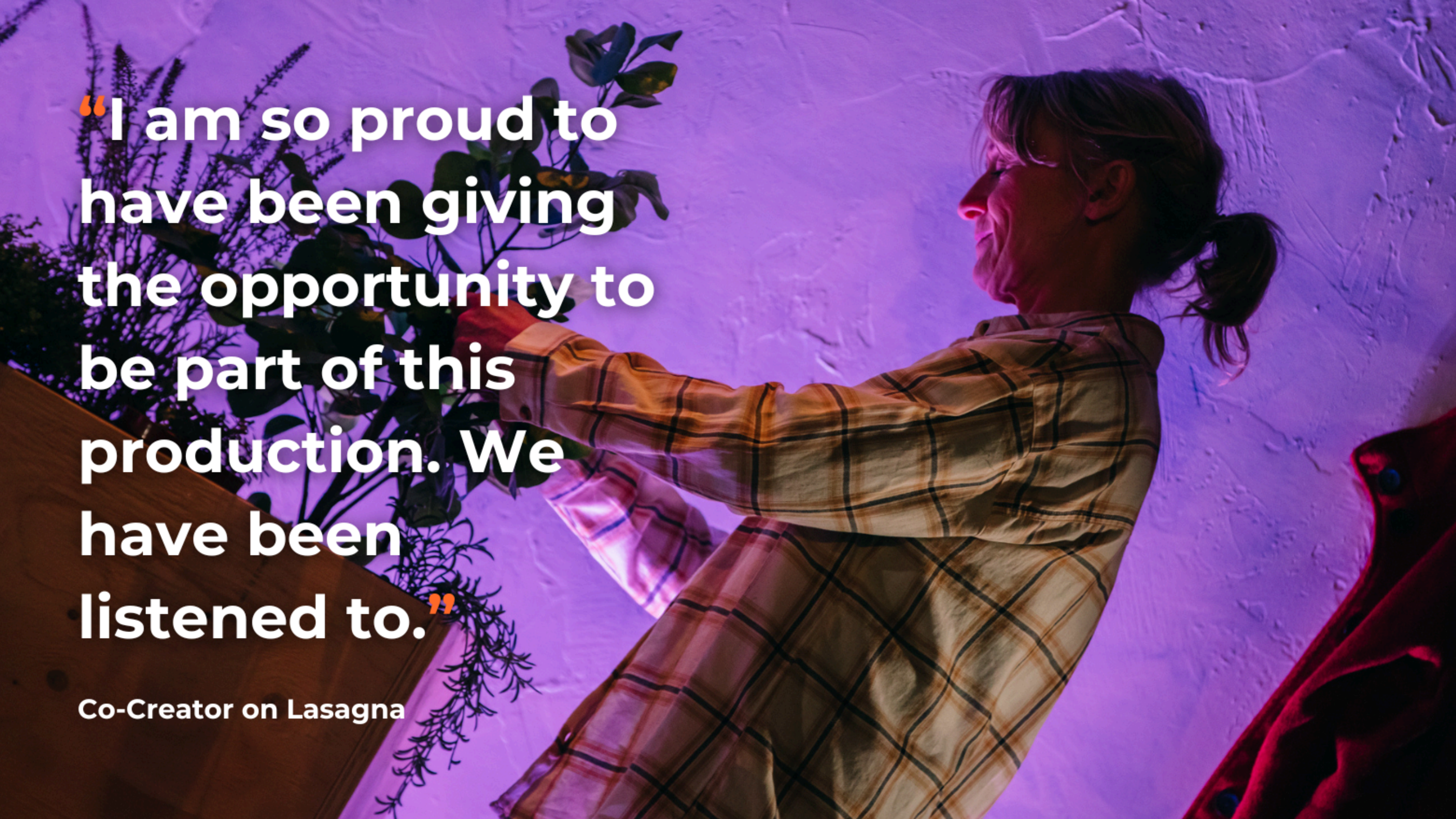
I co-founded Open Clasp in 1998. We are based at Westend Women & Girls Centre in the heart of Newcastle Upon Tyne. We work regionally, nationally and internationally. We meet communities of women where they are at, and we create the best theatre we can to change the world one play at a time.

We are a political feminist theatre company using the arts to create social change. We believe in justice; equity and over the past 28yrs we have seen the power of the arts to change hearts and minds.

We are looking forward to welcoming our new Finance and Operations Manager- you will be complementing our talented team of Artistic Director (CEO), Executive Director, Producer, Business Administrator, Marketing Assistant, trustees, Gold Star Members and cocreators.

We look forward to hearing from you.

Catrina McHugh MBE, Hon DLitt

A woman with dark hair tied back, wearing a yellow and black plaid shirt, is shown in profile, reaching out to touch a plant. The background is a white, textured wall. To the left, there are various green plants, including some with small white flowers. The lighting is soft and even.

**“I am so proud to
have been giving
the opportunity to
be part of this
production. We
have been
listened to.”**

Co-Creator on Lasagna

Awards and Reviews



“A touching, empowering work that hits the hat-trick of great script, direction and performance”

The Stage for *Key Change*



“It is rich in contradictory humanity and a touching portrait of a mother and daughter bond”

The Guardian for *don't forget the birds*

2024 International Purple Ribbon Award for Raising Public Awareness of Domestic Abuse through Creativity

2023 Calouste Gulbenkian Award for Civic Arts Organisations - shortlisted for our work transforming our local communities through art and co-creation. *“It is clear to see the impact on a personal level for the women Open Clasp support but also at a policy and political level. We are impressed with Open Clasp’s connections and partnerships with the social sector. We wish Open Clasp every success in continuing to raise awareness and effect personal, social and political change.”*

2023 North East Charity Awards Outstanding Contribution to Social Impact

2023 Big Issue Top 100 Changemakers

2022 Special Commendation Digital Culture Awards for Impact of digital content and distribution strategy.

For much more about what we do take a look at our website www.openclasp.org.uk

“Open Clasp operates out of a Newcastle women’s centre, and was busy making theatre carefully with participants long before ‘co-creation’ became a buzzword in British theatre and decades before the Let’s Create strategy was a twinkling in Arts Council England’s eye.”

Lyn Gardner, The Stage





Finance and Operations Manager

The Finance and Operations Manager will support the Executive Director and wider team in ensuring organisational effectiveness and compliance in financial and operational matters.

This will include but not limited to; budget development and management, annual accounts audit, processing payments, supporting with fundraising, and/or reporting activities and stakeholder management.

This role also requires the employee to ensure the effective running of the organisation's operations including supporting the wider team with IT and software use, managing suppliers, ensuring compliance with health and safety regulations and GDPR.

Job Description



Title: Finance and Operations Manager

Location: West End Women and Girls Centre, 173 Elswick Road, Newcastle Upon Tyne, NE4 6SQ / Hybrid working

Reports To: Executive Director

Salary: £33,651.85

Working Hours: Standard working hours are 9am-5pm Monday-Friday with occasional evening and weekend work where necessary. We are open to applications for a Full-Time position, or Part Time position working a minimum of 3 days per week

Key responsibilities

Finance and Accounting

- Lead all day-to-day financial operations, including invoicing, bank reconciliation, petty cash, expenses, credit control and maintaining clear audit trail- overseen by the Executive Director
- Manage income and expenditure through QuickBooks and effective bookkeeping, monitor project spend, reconcile bank accounts, and process payments accurately and on time, including capital expenditure.
- Prepare and maintain budgets, management accounts, cashflow forecasts and financial reports to support effective decision-making.
- Prepare annual accounts at year end and act as the main liaison with external auditors.
- Manage payroll in liaison with the payroll provider, administer the pension scheme and process staff and member allowances, subsistence, and travel expenses.
- Work with the Executive Director and Finance Subgroup to review, implement and improve financial and administrative systems.
- Ensure compliance with charity, company and financial regulations, including keeping policies and procedures up to date in line with legislative and regulatory changes, supported by the Executive Director
- Manage the submission of regulatory returns, funder reports, and grant claims as delegated, ensuring accuracy and deadlines are met.
- Support fundraising activity by contributing financial information to funding applications, monitoring reports and grant submissions.
- Manage and monitor Open Clasp's VAT status and the preparation and submission of Theatre or Film Tax Relief claims where applicable.

Job Description



Operations

- Ensure organisational compliance with data protection legislation (GDPR) and maintain good data governance practices.
- Manage insurance policies and ensure appropriate organisational cover is maintained.
- Manage supplier contracts for operational tasks ensuring renewals and payments are completed with attention to value for money
- Ensure health and safety policies are implemented, monitored and supported by up-to-date training across the organisation.
- Support the implementation and maintenance of the organisation's CRM and other business systems.
- Support Executive Director with procurement and supplier management to ensure effective and compliant operational delivery.
- Support Executive Director on premises-related matters, including leases, landlords and accommodation issues.
- Support Executive Director to implement and maintain appropriate HR systems, records, and administrative processes.

Governance

- Support the Executive Director with the preparation and circulation of Board and committee papers.
- Provide administrative support to Board and governance meetings, including minute taking where required.
- Maintain accurate and up-to-date records with Companies House, the Charity Commission, and other relevant regulators.
- Work with the Executive Director to maintain membership records and support strategies to strengthen engagement and participation.

Other Duties

- Support the executive team with recruitment administration, application materials and equal opportunities processes in line with company policy.
- Support producers in planning and managing contracts for creative and production teams, venues, and other stakeholders.
- Undertake any other duties required to support the wider team in delivering the organisation's work.

Person Specification



Essential

- Commitment to the feminist aims and mission of Open Clasp Theatre Company in achieving gender justice for women and girls.
- A desire to advocate for change for the rights of women and girls
- Commitment to equality, inclusion, and the values of Open Clasp Theatre Company
- Experience in a finance, operations, or business support role with responsibility for financial administration and organisational systems.
- Experience of budget setting, financial monitoring, cashflow management and preparing financial management information for senior staff or boards.
- Experience of using accounting software and strong practical knowledge of financial processes such as reconciliations, invoicing, payroll liaison, and reporting.
- A relevant qualification in finance, bookkeeping, business administration, or operations management, or equivalent working experience
- Strong organisational skills with the ability to manage competing priorities and maintain accuracy
- Good understanding of compliance requirements including data protection, health and safety, financial governance
- Strong IT skills, including confidence using Microsoft Office
- Excellent communication skills, with the ability to work collaboratively with colleagues, trustees, funders, and external partners.
- A positive attitude to work and willingness to develop through training opportunities

Desirable

- Experience of working in the charity, arts, cultural or voluntary sector.
- Experience of supporting audit preparation, year-end processes, and regulatory returns.
- Experience of working with boards and trustees
- Knowledge of grant funding and financial reporting to funders.
- Experience of HR administration, payroll processes, pensions, or staff support systems.
- Knowledge of VAT and tax relief processes relevant to charities or arts organisations.

Person Specification

Skills and Competencies

- Strong organisational skills
- Strong attention to detail
- Excellent planning and prioritisation
- Collaborative and able to work in a small team
- Effective communication skills
- Initiative and adaptability

Additional Information

The postholder will be expected to work in ways that reflect the organisation's values and its commitment to creating safe, inclusive, and spaces that build power for women and girls.



Terms and Benefits

Job Title: Finance and Operations Manager

Reports to: Executive Director

Salary: Open Clasp Pay Scale £33,615.85 (S3) pro rata

Contract: Permanent contract

Probation Period: Three months during which notice period is one month on either side

Holidays: 28 days holiday a year pro rata plus bank holidays

Hours: 37 hours per week or part time hours available, minimum of 21 hours per week. Occasional evening and weekend work essential. Flexible/Hybrid working available

Notice Period: 2 months, increasing by 1 week per year following 4 years' service

Pension: An auto-enrolment Group Personal Pension Plan is in place with contributions matched by the company in line with regulations.

Location: Open Clasp's office at West End Women and Girls Centre, Elswick, Newcastle upon Tyne, NE4 6SQ

Please note that, as the role will involve financial responsibility and may involve working with vulnerable adults, the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Application Process

The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

Please send us your CV and a covering letter (no longer than 2 sides of A4).

Your covering letter should address: why you are interested in the role of Finance and Operations Manager at Open Clasp, and evidence your ability to fulfil the position and meet the Person Specification.

Your CV should include: two referees who know you in a work context.

Where possible, **anonymise** your CV and cover letter. Please include your name and contact details in the body of your email submission.

Please also submit completed Equal Opportunities Form alongside your CV and covering letter and send to recruitment@openclasp.org.uk with the subject line: Finance and Operations Manager.

Applications must be received by **12 noon on 12th August 2026**

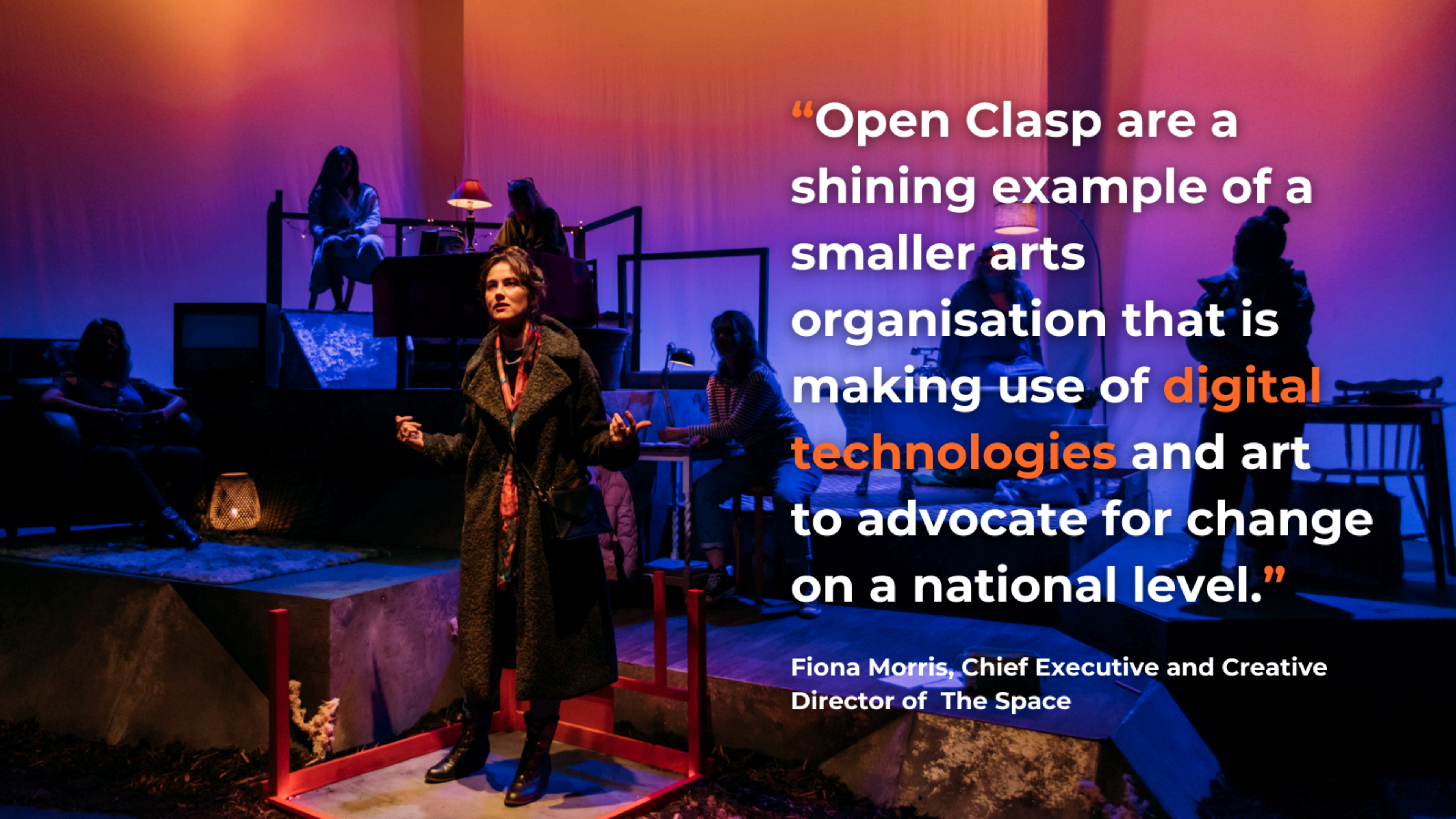
Interviews will be held on **Thursday 20th August 2026** in Newcastle upon Tyne

Guidance Notes

If after reading all the supporting information you would like an informal chat about the role or the company, please contact our Executive Director Hannah Matterson- hannah@openclasp.org.uk

If you require this pack in a different format, please contact recruitment@openclasp.org.uk

When shortlisting we are looking for how closely your application meets the criteria set out in the Person Specification. We can only offer feedback for shortlisted applicants.

A woman in a long, dark, textured coat and a colorful scarf stands on a small stage, gesturing with her hands as if speaking. The stage is lit with blue and purple light. In the background, several other people are visible: one sitting on a raised platform, another standing near a desk with a lamp, and others sitting or standing in the shadows. The overall atmosphere is artistic and modern.

“Open Clasp are a shining example of a smaller arts organisation that is making use of **digital technologies** and art to advocate for change on a national level.”

Fiona Morris, Chief Executive and Creative Director of The Space