

TAMASHA FINANCE MANAGER

Tamasha is looking for a Finance Manager to join our team. This is a key role that sits within the Senior Management Team working alongside the CEO, you will be responsible for managing the company's financial health, sustainability and ensuring compliance with regulations.

Tamasha has been championing Global Majority artists for 35 years and this is a great opportunity to work with a supportive team at an exciting moment in the company's growth.

This is a part-time (1.5 days a week) permanent role with a salary range of £40,000 - £45,000 (£12,000 - £13,500 pro rata) depending on experience.



ORANGES AND STONES by Mojisola Adebayo

Finance Manager

Application Pack

About Tamasha

Tamasha creates extraordinary theatre from and for Global Majority communities. Stories told through a truly global lens, where cultural specificity, complexity and nuance are not the exception but the standard – fully rounded, powerful, alive. Stories that hold joy and laughter as well as pain. That offer healing as well as challenge. That reflect the full breadth of human experience, not a single register of it. We are artist-led, values-driven and political in the deepest sense: we believe that whose stories are told, and how, is a question of power. We create space for artists to develop and sustain careers at the scale their ambition demands. We advocate for systemic change in how British theatre makes, finances and programmes work. And we do this from the inside – as a company that has earned its place in the ecology and intends to transform the way it works.

New writing IS our future history. With a 35-year history of bold, uncompromising theatre – from *East is East* by Ayub Khan Din, *Blood* by Emteaz Hussain and *Approaching Empty* by Ishy Din, to *I Wanna Be Yours* by Zia Ahmed, *10 Nights* by Shahid Iqbal Khan, and *Made in India* and *Lotus Beauty* by Satinder Chohan – Tamasha has consistently championed writers whose work has shaped British Theatre. Our most recent productions – *STARS* by Mojisola Adebayo, *Wolves on Road* by Beru Tessema, *Hakawatis: Women of the Arabian Nights* by Hannah Khalil and *Great Expectations* by Tanika Gupta – mark a company producing ambitious, high-quality work at the mid-scale, in partnership with leading venues across the UK.

Our turnover for the year ending March 2026 was +£700k and we hold reserves of +£600k. Our monthly payroll is for up to 10 people.

For more information about our work please visit tamasha.org.uk

Overview of the Role

Strategic Financial Planning and Analysis

- Prepare quarterly management accounts and cashflow forecasts presenting these to the leadership team and board.
- Create annual budgets in liaison with the CEO and Senior Management Team to align with the company's strategic goals, regularly reforecasting as required.
- Manage restricted, designated and unrestricted funds, supporting grant monitoring and reporting to funders (e.g. Arts Council England).
- Provide reports and assistance to Producers and budget holders.
- Support fundraising bids and applications.

Financial Management, Governance & Compliance

- Carry out all day-to-day bookkeeping, accounts payable and receivable and reconciliations ensuring accuracy and maintenance of appropriate financial records.
- Ensure Tamasha's Finance Policy is fully complied with, regularly reviewing and improving processes to ensure a high level of financial control.
- Prepare annual statutory accounts, supporting schedules and lead on year-end Independent Examination / Audit.
- Ensure compliance with charity accounting standards (SORP) and statutory regulations.
- Act as Company Secretary, ensuring all filings with Companies House and Charities Commission are made on time.

Payroll and Pensions

- Process payroll monthly and ensure submissions are made to HMRC and PAYE is paid each month on time.
- Keep up to date with legislation affecting payroll.
- To administer the company pension scheme, and process contributions in line with payroll.

Tax / Tax Relief

- Complete quarterly VAT returns.
- Prepare and file Theatre Tax Relief claims / Corporation Tax returns for all relevant activity on an annual basis.
- Prepare and file Gift Aid claims on a quarterly basis.
- Liaise with HM Revenue & Customs on any matters arising.

Who We're Looking For

- Strong financial management experience, gained in a similar role, preferably in the arts / charitable sector
- Knowledge of charity accounting regulations
- Understanding of UK tax relief systems specifically Theatre Tax Relief and Gift Aid
- Good communication and collaboration skills
- Strong organisational and time management skills
- IT skills and good knowledge of MS Office product suite
- A relevant finance qualification (either full or part)
- Proficiency in accounting software (we use SAGE)
- Excellent attention to detail
- An interest in the arts in general and the work of Tamasha in particular



I WANNA BE YOURS by Zia Ahmed. Photo by The Other Richard

Terms of Employment

Job Title: Finance Manager

Reporting to: Artistic Director and CEO

Salary: £40,000 - £45,000 (£12,000 - £13,500 pro rata) depending on experience.

Contract: Permanent

Working hours: Part-time (1.5 days a week)

Location: 1 day in person at our offices (Carlton Mansions, Coldharbour Lane, SW9 8GL) and 0.5 days working remotely

Benefits

- 25 days annual leave plus bank holidays
- Company pension scheme
- Hybrid working options
- A supportive and collaborative working environment

How to Apply

Please submit your application by email to admin@tamasha.org.uk, including the following:

- An up-to-date CV (maximum 1 side of A4)
- A covering letter (maximum 1 side of A4), which should clearly outline:
 - How your skills and experience meet the job description and person specification
 - Why you are a strong candidate for the role
 - What you hope to gain from the position and your motivation for working with Tamasha

Please also include:

- Details of your current notice period/commitments and earliest possible start date
- Names and contact details of two employment referees

In addition, please complete the [Equal Opportunities form](#). This will be used for monitoring purposes only and will be separated from your application.

Deadline for applications: 12pm on Wednesday 27 May

First-stage interviews: Week commencing 8 June

Start date: Immediate start preferred, but notice period honoured

We positively encourage applications from ethnically diverse backgrounds/those who identify as being part of the Global Majority due to the nature of this series of work.

If you have any questions concerning your application or if there is any way we can make the process more accessible to you, please email admin@tamasha.org.uk



WOLVES ON ROAD by Beru Tessema. Photo by Helen Murray

TAMASHA