

JOB DESCRIPTION

Job Title Finance Assistant (Part-time, Fixed Term)

Reporting to	Director of Finance & Administration
Salary	£15.01ph
Hours	20 hours per week (9:30am – 1:30pm)
Holiday	Twenty days per year plus statutory holidays, rising to twenty-five days per year after 5 years continuous service Pro Rata
Notice period	Eight weeks
Fixed Term	Contract ending Friday 26 th March 2027

Primary Objectives

The finance team consists of the Director of Finance & Administration, Finance Officer and Finance Assistant. Both Finance Officer and Finance Assistant support the Director of Finance and Administration in maintaining and updating the financial and accounting records of the company and the charity; overseeing the day-to-day tasks of the finance department.

Main Duties

Accounts

- To analysis daily receipts from Front of House and Box Office, prepare data sheets and post to Sage 200.
- To record and control credit card transactions and any reimbursements.
- Receive and process invoices, marrying up with delivery notes and purchase orders, checking with appropriate Heads of Departments for authorisation and to record and arrange payments.
- Assist with monthly catering stocktake and post stock journals.
- Monthly reconciliation of accounts including key balance sheet accounts.
- Allocate payments and receipts.
- Reconcile bank statements.
- Assist in creating budget sheets and generate regular reports.
- To provide cover in the case of annual leave and sick leave.

General

- To undertake training as required.
- To be aware of, and to adhere to and uphold, the Theatre's policy on Equality of Opportunity.

- To undertake any other duties as may reasonably be requested by the Director of Finance & Administration and the Senior Leadership Team.

Person Specification

Essential:

- Three Years minimum experience of day-to-day financial processing.
- Excellent numeracy.
- Strong IT skills including Microsoft packages and SharePoint.
- The ability to prioritise tasks and manage time effectively.
- Positive and flexible approach to problem solving and attention to detail.

Desirable:

- Experience with SAGE 200
- AAT qualified or part qualified