



Job Description

Post: Finance Assistant – Part - Time (2 days)

Responsible to: Finance Director

Working closely with the Finance Director and budget holders you will assist with the theatre's financial and management accounting, providing accurate and timely information.

You will be working in a small team and must be capable, flexible and able to work under your own initiative.

Key skills

- Computer literate with a good knowledge and experience of accounts software
- Intermediate knowledge of MS Office Applications
- An excellent understanding of book-keeping
- Excellent accuracy skills.

Principal Duties

Weekly

- Weekly banking of box office, catering and other theatre income at Lloyds
- Weekly recording and counting of Front Of House and Restaurant takings (Daily Banking Sheet)
- Maintenance and reconciliation of Sales and Purchase Ledger transactions
- Weekly petty cash accounting and reconciliation
- Maintenance of change requirement for Front Of House and the Restaurant

Daily

- Entering petty cash receipts and payments
- Processing sales and purchase invoices
- Daily processing of bank transactions

Monthly

- Monthly reconciliation of control accounts and credit card transactions
- Reconciliation of Development Income and Expenditure
- Assist in the preparation of Management Accounts
- Routine count of various petty cash floats held by theatre staff
- Assist with Budget reconciliations

General

- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

Outline Terms and Conditions

This post is subject to a 3 months probationary period

Salary

£7,400 per annum

Hours of Work

Flexible subject to organisational requirements.

Holiday

You will be entitled to four weeks paid holiday per year pro rata.