



FINANCE OFFICER

Responsible to: Finance Director

Salary: £25,000 - £28,000 (dependent upon experience)

Hours: Full time, an average of 40 hours per week (some evenings and weekends may be required; Park Theatre will offer a Time Off in Lieu policy)

Annual Leave: 28 days per annum (including bank & public holidays)

Park Theatre opened in May 2013 after three years of planning and building and is comprised of Park200 (a 200 seat theatre with stalls and circle), Park90 (a flexible studio space), the Morris Space (a multifunctional room used for rehearsals, workshops, readings and the majority of our creative learning activity); the Theatre Bar and additional facilities (including offices, dressing rooms and a green room). We are a registered charity and a company limited by guarantee, overseen by a non-executive Board of Trustees. We have a talented and dedicated team of 16 permanent staff, plus a pool of casuals and volunteer ushers.

Park Theatre presents work of exceptional calibre in the heart of Finsbury Park. We strive to ensure that our building, and the work on stage, is inviting and accessible to all. We work with writers, directors and designers of the highest quality to present compelling, exciting and beautifully told stories across our two intimate spaces. Our programme encompasses a broad range of work from classics to revivals with a healthy dose of new writing, producing in-house as well as working in partnership with emerging and established producers from both the commercial and subsidised sectors. Within the industry, we aim to be a creative home from home for actors, writers, directors and producers; we offer our spaces as a platform for development, rehearsed readings or sharings of new projects, with the aim of securing a future life either on our own stage or on another. We are invested and rooted in our local community and seek to work with local residents, businesses and partner organisations to create a better Finsbury Park for everyone. In everything we do, we aim to be warm and inclusive; a safe, welcoming and wonderful space in which to work, create and visit.

This is an exciting moment to be joining Park Theatre. Following a hugely challenging time for the sector throughout 2020, we are looking forward to opening our doors again in 2021. We want to come back stronger than ever; we have plans to produce more in-house productions, to develop stronger income streams and greater financial resilience and to support greater diversity in our programming, our staff and our audiences. To support all these ambitions, our Finance team ensure that we have a solid base level of financial information readily available for all departments so resources can be skillfully managed. Along with the part-time Finance Director and the Executive Director, the Finance Officer will support Park Theatre in carefully controlling expenditure, growing income streams and providing a firm foundation upon which to expand our work going forwards.

PARK

THEATRE CAFE BAR

Job Description

Reporting to the Finance Director, as the Finance Officer you'll assist in the smooth running of the Finance department within an exciting and expanding organisation.

Your focus will be to provide robust administrative and reconciliation support, ensuring processes and procedures are followed to meet audit requirements.

Responsibilities

- Reconciling and processing daily box office returns.
- Assisting in the preparation of external production settlement accounts
- Processing high volume of supplier invoices, cross referencing with purchase orders for accuracy.
- Assisting with preparation and reconciliation of supplier statements
- Preparing payments thereof
- Reconciling company bank accounts
- Reconciling inter-company control accounts
- Ensuring appropriate authorisation for purchase orders
- Monitoring customer and supplier accounts
- Carrying out monthly internal audit controls
- Processing staff expenses claims
- Assisting with quarterly VAT reconciliations
- Supporting the preparation of departmental reports and creating procedure documentation
- Supporting credit control as and when required to ensure timely customer payments

Person Specification

Essential:

- Proven experience in finance/accounts administration with understanding of accounting processes and procedures
- Proficient in the use of Sage 50 Accounts, Microsoft Office particularly Excel, and a basic level of knowledge with Word and PowerPoint
- Excellent attention to detail
- Professional approach to work with flexibility towards tasks
- Ability to work well under pressure
- Superb organisational and time management skills
- Good verbal and written communication skills
- The ability to apply common sense to day to day tasks and decisions
- Self-motivated with the ability to work effectively independently and as part of a team

PARK

THEATRE CAFE BAR

Desirable:

- AAT Level 4 or equivalent
- Charity Commission SORP compliance requirements
- Sound knowledge of Sage Line 50.
- Experience in working with inter-company accounts and reconciliation.
- A passion for the Arts, with a particular interest in Performing Arts.

Application Procedure

Applications should be made by submitting a letter explaining in no more than two sides of A4 what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification. Please also submit a C.V. and a complete an Equal Opportunities Monitoring Form by visiting <https://cutt.ly/Lki5oDV>.

Park Theatre operates a Positive Action policy to aid in our endeavor to diversity our workforce. Any disabled candidates or candidates from a BAME background who meet the essential criteria listed in the person specification will be guaranteed a first round interview. If you feel that this applies to you, please include the following sentence at the end of your application letter: *I would like my application to be considered under Park Theatre's Positive Action policy.*

Applications should be addressed to Elaine Lavelle, Finance Director and sent via e-mail to jobs@parktheatre.co.uk by **5pm on Monday 15 March 2021**. First round interviews will take place **w/c 22nd March 2021**.