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**Job Title:** **Finance Officer (part-time 0.6 FTE)**

**Reports to:** Chief Executive, General Manager, External Finance Advisor  
**Key Relationships:** All internal departments and the External Finance Advisor

**Purpose:** Southwark Playhouse is looking for a part-time Finance Officer (0.6 FTE) – AAT level 3 (or equivalent) with experience of online accounting software (ideally Xero), to provide financial processing and admin support for the charity and its trading subsidiary.

### **Job Context**

Southwark Playhouse exists to be a platform for new and emerging theatre companies and practitioners to showcase their work in London.

In doing so it presents a varied programme of theatre from new writing to reimagined revivals in uniquely flexible and dynamic theatre spaces.

It also exists to engage its local community by offering a range of drama related activities that promote learning and social cohesion.

Over the next year Southwark Playhouse will open new purpose-built venues in Elephant and Castle and London Bridge, expanding the scope of the theatre's operations.

The organisation is now seeking a Finance Officer to work with the General Manager and an external Finance Advisor to deliver the organisation's financial management.

### **Detailed Responsibilities**

- To run the day-to-day book-keeping function for Southwark Playhouse, keeping accurate records of daily income and expenditure, updating computerised systems and accounting software (Xero) for both the charity (the theatre operation) and its trading subsidiary (the bar operation)
- Managing the purchase ledger on Xero including processing of invoices, dealing with invoice queries
- To process cash receipts, cheques and other deposits, preparing appropriate documentation for and carrying out banking transactions and bank reconciliations
- To work with the General Manager to deliver the monthly company payroll, preparing monthly and annual HM Revenue and Customs returns and liaising with HMRC where necessary to ensure fulfilment of statutory responsibility
- To ensure correct treatment of employees reflecting correct taxation and with the General Manager, oversee employee pension auto-enrolment, contributions and payments, administer maternity, sickness, travel loan and other schemes according to company and statutory policy
- To update and review the cashflow on a quarterly basis
- To reconcile with bank statements on a monthly basis, preparing and inputting monthly journals
- With the General Manager, checking and chasing aged debtors on a monthly basis
- Maintaining nominal codes and dealing with enquiries from HODs relating to them
- Maintaining and reconciling unrestricted and restricted income according to donation records and company policy

- To support the CEO and General Manager in the overall financial management and growth of the organisation, preparing and presenting reports when necessary
- To keep up to date with all finance and payroll legislation, ensuring that the CEO and General Manager are made aware of updates and that they are applied to current practice
- Assisting the external accountancy firm in requirements for the annual audit and preparation of accounts, working with the auditors to achieve and deliver the required SORPs
- Working with the external accountancy firm and General Manager to establish the Fixed Asset register
- Maintaining filing systems and statutory finance archive
- To undertake weekly banking at HSBC, London Bridge
- To perform any other reasonable activities as required

## **Person Specification**

### **Essential skills, attributes and experience:**

- AAT level 3 or above (or equivalent)
- Experience of Xero online accounting software, or ability to take on-board quickly
- Experience of working independently to oversee the financial practices for an organisation
- Strong communication skills, with the ability to identify and deliver innovative and effective ways of communicating financial information
- Exceptional organisational and administrative skills
- Excellent attention to detail
- Disciplined and self-motivated
- Fully IT competent, in particular Microsoft Office
- Ability to work within a small, multi-disciplinary team at a fast pace

### **Desirable skills, attributes and experience:**

- Experience of strategic and business planning
- Experience of management accounts, VAT Accounting, cashflow and year end accounts
- Understanding of charity finance and charities SORP
- Experience with development or implementation of finance systems, sending/receiving invoices, cash handling
- Working knowledge of box office systems (such as Oscar)
- Interest in theatre and the performing arts

## **Please Note**

This is a new role so this job description is indicative of the expected responsibilities of the position but the candidate should expect that as the job evolves the scope of the role may be subject to change. Because of the planned expansion of the business there could also be considerable potential to grow the role in the future.

## **Recruitment Information and Terms and Conditions**

### **Key Terms of Employment:**

This is a permanent, part-time contract (0.6 FTE), subject to a six-month probationary period. After the probationary period, the notice period is three months.

- Salary: £22,000.00 per annum, pro rata (0.6 FTE) – take home: £13,203.84
- Holiday: 28 days (pro rata) per annum including statutory holidays

- The basic working week is 24 hours (3 days equivalent) per week. General office hours are 10am to 6pm Mon-Fri. For this role we are open to discussion about the pattern and times of daily hours, but it is requested that the Finance Officer works from the office on at least 2 days a week
- There are no overtime payments

**Staff benefits include:**

- Pension scheme
- Complimentary tickets for Southwark Playhouse productions
- Bicycle and/or season ticket loan scheme
- Training and development opportunities
- Staff discount at the Southwark Playhouse bar/cafe

**To Apply**

[Click here to complete the Employment Application Form](#)

**Closing date for applications:** Fri 28 June at 12.00pm

**Interviews will be held at Southwark Playhouse on:** Thurs 4 July 2019

Southwark Playhouse is committed to being an Equal Opportunities Employer. Southwark Playhouse Theatre Company is a registered charity no 1042870.