



Finance & Fundraising Officer

JOB DESCRIPTION

OVERVIEW

This is a vital role taking control of the day to day financial operations and supporting the fundraising of a mid-scale receiving and producing theatre. The position entails: maintaining daily financial controls, calculating VAT and PAYE, processing a weekly payroll and suppliers' payment system; and on one day a week: co-ordinating and planning campaigns for donations, trust fund applications and other charitable giving.

Working in a department of one within a small core admin team, a self-motivated person with an interest in theatre would find this a great opportunity.

We will consider applicants with outstanding experience in one element of the two being sought for a job share on a pro rata basis (4 days Finance / 1 day Fundraising)

Key Objectives

- ◆ To provide financial administration and operational day to day control of the company business accounts.
- ◆ To be a proactive and positive team member with emphasis on timely reporting on financial performance and controlling daily financial priorities.
- ◆ To support the work of the theatre and help its Directors and Managers achieve the company goals.
- ◆ Working with the Commercial Director, to prepare monthly and annual Management account reports for submission to the board of Trustees.
- ◆ To work with the Commercial Director and company auditors to help prepare the annual audited accounts.
- ◆ To calculate and prepare weekly and monthly payment files for our VAT, PAYE, payroll and suppliers.
- ◆ To spend one day a week focused on our various fundraising campaigns, to include planning and implementation of new and existing individual giving, corporate sponsorship opportunities, and identifying and co-ordinating new Trust and Foundation funding opportunities.

Main Financial Duties (4 days a week)

- ◆ Purchase and sales ledger
- ◆ Bank reconciliations
- ◆ Finance Administration
- Preparation and submission of Partial Exemption VAT returns utilising Sage 50, Excel
- Payroll utilising Sage payroll
- Calculating and submitting Gift Aid claims
- Researching discrepancies, chasing up outstanding debts
- Assisting the Commercial & Executive Director in the end-of-year accounts preparation

- Completing Excel spreadsheets for accruals and prepayments, processing journal entries

Accounts receivable

- Raising sales invoices
- Maintaining customer and supplier database in sage
- Credit control

Accounts Payable

- Reviewing and verifying invoices / ensuring invoices are authorised by heads of departments
- Resolving supplier queries
- Processing supplier invoices in sage
- Exporting and processing weekly aged creditors report for overview and approval by the directors
- Preparing weekly payment run for authorisations
- Checking producer statements after each show has finished and agreeing box office receipts with the box office system

Management Accounts

- Carrying out a monthly bank reconciliation
- Preparing month end accounts by posting all journals, accruals, prepayments and depreciation
- Closing month and year end in Sage, posting all year end adjustments and opening balances
- Calculating and making payment on quarterly partially exempt VAT returns

Payroll

- Processing monthly and weekly payroll using sage
- Setting up new members of staff
- Processing leavers
- Processing PAYE monthly and ensuring payment is made on time
- Processing payroll year end and issuing P60s

Fundraising (1 day per week)

- Researching and suggesting new Trust and Foundation grant opportunities and Co-ordinating application timetable with company directors
- Reporting on individual online donations and devising new donation processes
- Identifying corporate and individual sponsorship opportunities, negotiating deals and completing sponsorship transactions.
- Developing a Company Friends Membership scheme for local businesses; identifying target members, contacting and selling CFM's

Person Specification

We are looking for:

A confident and self-motivated person with experience in similar roles, ideally but not essentially within a theatre or arts venue.

He/She will be computer literate, able to use: Microsoft Outlook, Word, Excel and Explorer. Strong experience of using Sage 50, Sage Payroll and Excel are ESSENTIAL

Experience working in a small finance admin team or single person finance department would be an advantage. CIMA Qualification in financial administration is also an advantage.

The successful candidate will be highly numerate, able to work to a deadline and work with clarity and precision. Happy to work efficiently under their own initiative but be comfortable liaising with and reporting to members of staff at all levels of the organisation.

They will have excellent time management skills and be able to prioritise a busy and ever changing work load.

They will be comfortable in a public, customer facing environment, and will be excited about supporting the theatre's activities by engaging with stakeholders at all levels.

Working as part of a small team the candidate will be expected to have an open and constructive attitude to all areas of the Theatre operation and be willing to take part on every level.

Hours: 40 hours per week, 10am to 6pm Monday to Friday

Reporting to: Commercial Director

Salary: **£22,500 per year**

Holiday: 25 Days per year pro rata, taken when the operational requirements of the Theatre allow.

Term: This is a full-time permanent contract, subject to 3 month review and a 6 probation period.

Application Process

Candidates should complete an Application form and Equal Opportunities monitoring form and return them to the theatre by 10am on **Monday 13th May 2019**

No other material should be submitted. Previous unsuccessful applicants need not re apply for this position.

Application forms can be submitted by **email** or **post** to:

Simon Francis
Greenwich Theatre, Crooms Hill, Greenwich, London SE10 8ES

s.francis@greenwichtheatre.org.uk

Successful candidates will be invited for interview on **Thursday 16th May 2019**

The appointment is subject to a DBS check.