

Finance Officer

The Bush Theatre is looking for a motivated and organised individual to support the day to day running of the Bush's finance function. No accountancy qualification is required but experience with theatrical finance (book-keeping, payroll) is desirable. The role will require attention to detail and will hold responsibility for running weekly and monthly payrolls, sales & purchase ledgers and the cash book.

How to apply

This pack contains the Finance Officer job description, person specification and equal opportunities form.

To apply for the post please provide a completed application form, covering letter and equal opportunities form detailing your suitability, matched to the person specification, and reasons for applying for the post.

Email these to Arianne Brooks, jobs@bushtheatre.co.uk with **Finance Officer** in the subject line.

Alternatively you may post your application to:
Arianne Brooks
Bush Theatre
7 Uxbridge Road
Shepherd's Bush
London
W12 8LJ

The **deadline** for applications is **10am on Mon 22 Jan 2017** and **interviews** will take place in **the last week of January**.

FINANCE OFFICER Job Description

Job Title: Finance Officer

Responsible to: Head of Finance

Background

**“One of the most experienced prospectors of raw talent in Europe.”
– The Independent**

After nearly 40 years in residence over a pub on Shepherd's Bush Green, the Bush Theatre moved into the Old Library in Shepherd's Bush in October 2011. Since then, the theatre has enjoyed a significant period of growth that has not only augmented its reputation as a 'powerhouse of new writing' but has also cemented the organisation as a cultural landmark at the heart of Shepherd's Bush.

This year, we concluded a £4.3m redevelopment project to complete the transformation of the old library, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists. The building now comprises of a flexible 190 seat theatre, a second performance space, a rehearsal studio, a Café Bar, a newly developed terrace garden and a playtext library. The restored venue gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

Overall this once-in-a-generation renovation has created a platform for our future enabling us to expand our programme; promoting high quality new writing, developing the next generation of creative talent, leading innovative community engagement work and championing diversity.

The Bush Theatre is also proud to be an Arts Council National Portfolio Organisation, having just secured an uplift in funding for the next 4 years to support the organisation's recent growth.

Under the leadership of Artistic Director Madani Younis, the Bush Theatre is committed to presenting a diverse and innovative programme of new writing that speaks to and reflects contemporary society in all its diversity and seeks to be an industry leader in this area. The executive team is supported by a dynamic and diverse board of trustees. As we collectively enter into this new phase in the life of the theatre, we are looking forward to another 45 years as West London's leading new writing theatre.

Purpose of the role

The Finance Officer is part of a team of two people who ensure the smooth day to day running of the Bush's finance function. This post has particular responsibility for running weekly and monthly payrolls, the sales & purchase ledgers function and the cash book.

Duties and Responsibilities

Payroll

- To run the weekly and monthly payrolls for the Bush, currently comprising between 6-10 people weekly and approximately 70 employees (including casual and full-time staff) monthly. The process includes:
 - processing all starters and leavers
 - checking time sheets with the Producer
 - sending salary payments via BACS
 - filing all necessary HMRC employer returns
 - preparing all necessary returns (P45, P46 etc.) for employees
 - ensuring timely payment of PAYE and NI to HMRC
 - processing payroll journals on the Xero nominal ledger
 - processing pension payments through the payroll and ensuring timely payment of contributions to pension providers
 - processing Statutory Sick Pay and Statutory Maternity/Paternity Pay and completing all relevant documentation
 - processing holiday pay and calculating entitlements
- To keep abreast of the TMA MU national agreements and to ensure prompt implementation of any changes to terms and conditions that affect salaries and wages in collaboration with the Producer

Sales Ledger

- Raise sales invoices as per requests from departments
- Post sales invoices to the nominal ledger
- Produce regular debtor reports from Xero (our finance management software) and issue statements and letters in respect of overdue debts, following up where necessary

Purchase Ledger

- Maintain supplier records and invoices to high standards, including checking coding and authorisation of payments
- Make payment of suppliers by specified dates
- Complete supplier reconciliations and act upon discrepancies
- Maintain excellent levels of communication with suppliers
- Check and process payment of staff credit cards, expenses and petty cash floats
- Administer customer refunds
- File invoices and other documents

Banking/Cash

- Entering all cash paid and received for the week into the Cash Book Register, including Front of House returns

Person Specification:

Essential

- Demonstrable experience of running or supporting financial processes or a book-keeping qualification
- Experience of processing payroll and understanding of payroll and HR legislation

- Experience of using a modern accounting system to perform a range of accounting tasks
- IT literate with a high level of Microsoft Excel knowledge
- A high level of numeracy
- Attention to detail
- Ability to work quickly, methodically, accurately, independently and to use initiative to problem solve proactively
- Good time management skills and the ability to work under pressure and meet deadlines
- Ability to work with tact, diplomacy and complete confidentiality
- Good communication skills, both written and verbal, and ability to deal with a wide range of people at all levels
- High standard of written and spoken English
- Excellent team working skills
- Enthusiastic with a desire to learn and develop

Desirable

- Experience in a finance role in an organisation of a similar size
- Experience of working in an arts and/or charity environment
- Experience of working with Xero and/ or Sage
- An interest in theatre
- An affinity with the mission and values of the Bush Theatre

Terms

Hours	24 Hours per week across at least three days (hours are flexible)
Salary	£22,000 - £25,000 pro rata (based on 40 hours per week) depending on experience
Holidays	22 days pro rata per annum plus Bank Holidays Rising to 23 days after two years' service Rising to 24 days after four years' service
Probation	Three months
Contract Type	Permanent