**Finance Assistant**

The Bush Theatre is looking for an organised and motivated Finance Assistant to support the Head of Finance in the Bush Theatre’s finance function.

The role is an entry level finance role for an individual who would like to gain an understanding of the operations and management of a professional theatre with a view to progressing in either a finance role or to other roles within a professional theatre.

No formal accountancy qualification is required for the role as training will be provided, but some experience of general administrative and finance tasks would be helpful. The role would suit an individual with good organisational skills and attention to detail.

Subject to suitable applications being received, the option of part time working and job sharing would be considered.

**How to apply**

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

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

We would be particularly interested to hear why you feel you would like to work at the Bush so please include a paragraph in your application or in your covering email or letter that tells us this.

Email these to Sara Lukic at jobs@bushtheatre.co.uk with **Finance Assistant** in the subject line.

Alternatively, you may post your application to:

Sara Lukic

Bush Theatre

7 Uxbridge Road

Shepherd’s Bush

London

W12 8LJ

The **deadline** for applications is **6.00 pm** on **Monday, 24 September 2018** and **interviews** will take place on the **Monday, 1 October.**

If you need this information in a different format or have any access requirements for interview, please contact us by email on saralukic@bushtheatre.co.uk or call 020 8743 3584.

The Bush Theatre strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. We encourage applications from those currently underrepresented in our teams including BAME and disabled people.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

**FINANCE ASSISTANT - Job Description**

**Job Title:** Finance Assistant

**Responsible to:** Head of Finance

**Background to the Bush Theatre**

The Bush Theatre is an Arts Council National Portfolio Organisation.

The Bush reopened in the Spring of 2017 after a £4.3m redevelopment project to complete the transformation of the old Shepherds’ Bush library at 7 Uxbridge Road, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists.

The building 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 enables us to hire out our spaces for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

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.

**The Bush Theatre Finance Department**

The Finance Department is engaged in every aspect of the Bush’s operations, from the budgeting of productions and the review of production expenditure to the processing of all transactions, including; ticket income, bar sales, event income, supplier invoices and supplier payments, actor payrolls and salaried staff payroll.

The Finance Department also plays a key role in the executive management of the theatre, regularly reporting to the executive team and Board of Trustees.

**The Finance Assistant role**

The Finance Assistant will be responsible, with the Head of Finance, for the efficient day to day running of the Bush’s finance function. The Finance Assistant will have joint responsibility for the processing of all financial transactions generated by the business, including customer invoicing, supplier invoices and payment, actor payroll, salaried staff payroll and other finance transactions.

The Finance Assistant will have a significant profile in the business and will attend a range of internal and external meetings including production budgeting, production marketing, building management and external audit. The Finance Assistant will also attend the Finance & Audit Committee meetings and some Trustee meetings to take minutes.

**Duties and responsibilities**

**Attendance at meetings**

* Attending internal production budgeting and other meetings to review production budgets and actual expenditure against budget
* Attending Finance & Audit Committee meetings and some Trustee meeting, including minute taking
* Attending other internal meetings as required

**Sales ledger and income processing**

* Raising and processing sales invoices
* Producing regular debtor reports and issuing statements and emails to customers in respect of overdue debts, following up where necessary
* Reconciling and processing bar takings and posting bar income
* Recording and processing fundraising income

**Purchase ledger and expense processing**

* Reviewing and processing supplier invoices following their approval by the budget holders
* Making payment of suppliers by specified dates
* Following up on supplier invoice discrepancies
* Communicating with suppliers to resolve queries

**Payroll**

* Processing the weekly actor payroll, including making the weekly Bacs payments to the stage management team and actors.
* Preparing information for the monthly salaried payroll to send to the payroll bureau, including information on starters and leavers and gross pay information.
* Reviewing the net pay information generated by the payroll bureau
* Preparing and posting payroll journals onto the Xero nominal ledger

**Banking/Cash**

* Processing all cash payments and receipts onto the Xero nominal ledger
* Banking of cash receipts

**Other processing**

* Reviewing and processing staff credit card expenses and petty cash expenses
* Processing internal transfers

The Finance Assistant would also be encouraged to have an involvement in the activities of the Bush Theatre, including attending events, workshops, script readings, production read throughs and production previews.

**Personal skills:**

**Essential**

* Self-motivated individual with the ability to work carefully, accurately and independently on a range of key tasks
* Good communication skills, both written and verbal
* Ability to problem solve and to use initiative to find practical workable solutions
* Good team working skills
* IT literate with experience of Microsoft Excel

**Desirable**

* Experience of general administrative and finance tasks

**Terms**

**Hours** 40 Hours per week across five days.

**Salary £21,000** **- £23,000** (based on 40 hours per week) depending on experience nm

**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

Subject to suitable applications being received the option of part time working and job sharing would be considered.