

FINANCE ASSISTANT Job Description

Job Title: Finance Assistant

Responsible to: Head of Finance

Background

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

Under the leadership of Artistic Director Lynette Linton, 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.

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. In 2017 we concluded a £4m redevelopment project to complete the transformation of the old library, making the building more accessible, more sustainable, and open to even more people; allowing us to produce more work, reach out to more people, and support more artists.

But it retains its small-yet-mighty reputation. Recent successes include Arinzé Kene's *Misty*, and *Jellyfish*, Ben Weatherill's bold and beautiful love story about a young woman with Down's syndrome, which transferred to the National Theatre.

We have recently welcomed our new Artistic Director, Lynette Linton, to build on this legacy and be true to our mission while shaping her own vision and taking us to new highs.

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
- Reconciliation and processing of banking

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

- Update and review of general ledger on Xero accounting system
- Generating ad-hoc reports
- 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

- Interest in learning about the operations of a professional theatre
- Enthusiastic with a desire to learn and develop
- Ability to work carefully, accurately and independently on a range of key tasks
- Ability to problem solve and to use initiative to find practical workable solutions
- Good team working skills
- Ability to work with tact, diplomacy and complete confidentiality
- Good time management skills and the ability to meet deadlines
- Good communication skills, both written and verbal
- Ability to deal with a wide range of people at all levels
- Good standard of written and spoken English
- IT literate with experience of Microsoft Word and Microsoft Excel
- An affinity with the mission and values of the Bush Theatre

Desirable

- Experience of general administrative and finance tasks
- Experience of working in an arts and/or charity environment

Terms

Hours:	32 Hours per week across four days.
Salary:	£21,000 - £23,000 per annum pro rata (based on 32 hours per week) depending on experience
Holidays:	30 days including Bank Holidays pro rata Rising to 31 days after two years' service Rising to 32 days after four years' service
Probation:	Three months
Contract Type:	Permanent

Subject to suitable applications being received the option of job sharing would be considered.

HOW TO APPLY

We want you to have the opportunity to really tell us about yourself and explain to us why this opportunity is right for you, so we would love to hear from you in whatever way feels most appropriate. All applications will be judged on content, not on format. We have outlined some options below, but if you would like to suggest an alternative let us know.

- A written letter or statement
- Presentation PowerPoint
- A Bush application form
- Short video or sound file

All applications should address the person specification and the following questions. Please also attach a basic CV:

- Tell us a little about yourself and why this position interests you
- Tell us what experience you have had that means you meet the person specification outlined in the job description - include practical examples
- What would you be bringing to this role and the Bush
- Why would you like to work at the Bush

You can upload a video or sound file with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service send your file to jobs@bushtheatre.co.uk with “**Finance Assistant**” in the subject line.

Please send your application via email along with your equal opportunities form to jobs@bushtheatre.co.uk with “**Finance Assistant**” in the subject line.

Alternatively you may post your application to:

Jessica Pentney
Bush Theatre
7 Uxbridge Road
London
W12 8LJ

If you need any of this information in a different format or would like to suggest a different form of application please contact our Theatre Administrator, Jessica Pentney by email jessicapentney@bushtheatre.co.uk or phone 0208743 3584.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of colour and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

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 up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

The deadline for applications to **10am on Wednesday 13th November 2019**.

Interviews will be held on **Thursday 21st November 2019** at the Bush Theatre, 7 Uxbridge Road W12 8LJ.

This role has a desired start date of **Monday 6th January 2020**.