TAUNTON THEATRE ASSOCIATION LTD. OPERATORS OF THE BREWHOUSE THEATRE AND ARTS CENTRE

JOB DESCRIPTION

JOB TITLE: FINANCE ASSISTANT (Part-time, 4 hours p/w)

REPORTING TO: FINANCE OFFICER

BACKGROUND INFORMATION
The Brewhouse Theatre and Arts Centre reopened under new management in 2014. It has experienced exponential growth in its first two years of operation attracting in the region of 60,000 visitors per annum. The theatre is run by a small team of professionals assisted by a large team of volunteers. The Brewhouse is a multipurpose venue with a 352-seat auditorium, studio theatre, meetings rooms, workshop spaces, gallery, café/bar and outdoor area. The Brewhouse programmes a range of high quality live performances, cinema, exhibitions and participation activities. The arts centre also presents local community theatre companies and school productions, as well as hosting external conferences and meetings. The organisation is young and ambitious and the environment is exciting and fast-paced.

THE ROLE
This is an opportunity to join the administrative team at The Brewhouse Theatre and help with the day-to-day financial operation of the company. The Finance Assistant will work closely with and support the Finance Officer and execute basic finance procedures, administrative tasks and data management. The Finance Assistant will report directly to the Finance Officer.

THE INDIVIDUAL
This is an ideal role for someone who is keen to work at The Brewhouse on a part-time basis: a person returning to work after a gap, or an older person perhaps recently retired. If you are a student, looking to add an element of paid work experience to your cv, then contact us as we may be able to accommodate you. The successful candidate will be enthusiastic about supporting the performing arts and event management.

Main Responsibilities
Support the Finance Officer on a day-to-day basis by performing financial and administrative tasks i.e.

• Drafting and issuing of invoices to companies and suppliers and ensuring prompt payment
• Building good working relationships with suppliers and customers
• Invoice inputting and financial data entry
• Bank statement reconciliations
• Scanning documents for e-filing onto electronic system to create a completely paperless environment
• Cash Reconciliation and banking
• Petty cash monitoring and reconciling
• Other administrative and desk research support as required by Finance Officer.

Other
• Adhere to company policies, procedures and best practice
• Any other duties which may be reasonably required

Professional Development
Training will be given on our Finance Software System ‘Quickbooks’, ‘Spektrix’ our Box Office system and our internal event management system.
PERSON SPECIFICATION

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<td>A minimum of 5 GCSE’s including Maths and English, Grade C or above</td>
<td>Experience in finance environment</td>
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<td>Honest and trustworthy</td>
<td>Experience of cash handling</td>
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<td>Interest in working within the arts &amp; culture and/or education sector</td>
<td>Experience working in an arts organisation, educational environment or event company</td>
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<td>Experience of working in a busy office environment</td>
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<td>High standard of accuracy and attention to detail</td>
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<td>Good IT knowledge and experience including excellent skills in spreadsheets, word processing and databases</td>
<td>Experience of financial software packages</td>
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<td>A high level of numeracy and literacy with excellent communication skills, both verbal and written</td>
<td>Experience of data collation and analysis</td>
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<td>Strong organisational skills, time management and ability to prioritise a varied workload</td>
<td>Experience of working in a self-directed manner</td>
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<td>Pro-active can-do attitude, with good multi-tasking skills and the ability to work as part of a team and well under pressure</td>
<td>Experience of working with volunteers and as part of a team</td>
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HOURS
This is a part-time role in which the post holder will work for 4 hours a week. The hours of work will need to be agreed in advance, to coincide with the Finance Officer (who is part-time). The hours will fall between 9.00-17.00 Mon-Thu.

REMUNERATION
This is a paid role with an annual salary for an experienced adult of £15,750 pro rata (£8.65 per hour) paid monthly in arrears. For student applicants, pay will be age and experience related. Annual holiday is 28 days per year inclusive of the standard Bank Holidays for England with the leave year calculated on a pro rata basis. The leave year is from April 1 to March 31. TTA operate a NEST pension scheme which you are eligible to opt in to if you are over 22 years.

NOTICE
Following one month’s probation, the notice period will be one month either side.

PRO BONO
In keeping with the volunteer ethos of Taunton Theatre Association all employees are encouraged to donate time and/or activities beyond those contracted. This helps build rapport and good team spirit with colleagues, audiences and with the volunteers on whom the organisation depends. Salaried staff are encouraged to volunteer some hours on top of their paid work.

HOW TO APPLY
Please complete application form – no CVs please – and send by email to HR@thebrewhouse.net with Finance Assistant in the subject line.

Completed forms must be received by 09.00 Wednesday 20 September 2017. Interviews will take place on Wednesday 27 September 2017