

Yvonne Arnaud Theatre

Date: 17 January 2022

JOB DESCRIPTION

JOB TITLE	Junior Accountant
CONTRACT STATUS	Permanent, full-time
SALARY	£17,500 rising to £18,000 per annum on completion of probation
HOURS	Thirty-five hours per week. The usual working day is 9.30am to 5.30pm.
RESPONSIBLE TO	Finance Manager
RESPONSIBLE FOR	n/a
OTHER KEY WORKING RELATIONSHIPS	Internal: Finance Director, Assistant Accountant and staff in other areas of theatre
	External: Suppliers & Customers

JOB PURPOSE

This is an exciting opportunity for a first or second jobber to join our organisation during a period of renewal. As part of our small finance team, the Junior Accountant will support the Finance Manager and Assistant Accountant in the day-to-day transactional activities of the Finance Department of the Yvonne Arnaud Theatre. As part of a small team, there is the opportunity to learn about the different financial processes necessary to support the workings of the theatre – covering the administrative areas, theatre shows and catering operations.

THE FINANCE TEAM

The Finance Department is situated in the Old Town Mill immediately adjacent to the main Theatre. It comprises a team of four - the Finance Director, Finance Manager, Assistant Accountant and Junior Accountant (this role).

There are four entities within the theatre group. The Theatre Management Company is the largest of these, the employer of theatre personnel and the company through which most business is recorded. It is a registered charity in addition to being a company limited by guarantee. There are three further entities - the Theatre Trust (also a registered charity), a Catering company responsible for the provision of food and drink throughout the theatre and a Production company.

DUTIES & RESPONSIBILITIES

We are looking for a confident person with a desire to learn the workings of a busy finance department. An ideal candidate will be able to demonstrate an interest in finance or business through either studies or work experience. We will support the successful candidate with on-the-job training to enable them to become confident in this role. The primary focus of the role will be to learn about the purchase ledger function and to support the team by taking responsibility for key aspects of this area as understanding develops.

The key responsibilities will be to:

- Monitor email communications from suppliers.
- Enter approved supplier invoices onto the accounting software.
- Assist with employee expense claims and monthly processing of company credit card statements.
- Assist with weekly supplier payments, filing and associated reconciliation work.
- General administration tasks.
- Other ad hoc duties to assist the finance department in meeting the needs of the business.

Other

- Demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements as appropriate
- Comply with the Theatre's Financial Regulations and financial management procedures
- Observe the policies, procedures and practices of Health & Safety in all aspects of the role
- Demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work, and show commitment through everyday practice in the role
- Work in accordance with, and promote the Theatre's environmental sustainability policy and practices
- Work continuously to improve individual knowledge, skills and behaviours for the current role.
- Undertake such other duties as may reasonably be required from time to time

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Highly numerate and literate with good accuracy and strong attention to detail.</p> <p>Organised with a methodical approach to processes.</p> <p>Good time management.</p> <p>Confident and polite telephone manner.</p> <p>Adaptable.</p>	
KNOWLEDGE	<p>Confident with IT to include Excel, Word and Outlook Office 365/Mail. Training will be given on accounting software.</p>	<p>Understanding of most commonly used excel formulas and spreadsheet formatting.</p>

QUALIFICATIONS	BTec in Business or A levels. Maths and English GCSE to level 5/Grade B/C.	
EXPERIENCE	Interest in accounts/business demonstrated through study and/or work experience.	
PERSONAL QUALITIES	Strong inter-personal skills, confident working with all individuals within the business and maintaining good relationships with external business contacts. A team player. Willingness to learn and ability to be flexible. An effective problem solver able to assess when to alert and involve others in issues encountered.	

How to apply

Application is by completing the Job Application Form and optional CV and covering letter.

Deadline for applications midday on Wednesday 2nd February 2022.

Interviews to be conducted week beginning Monday 7th February 2022.

Please email your application to: eswayne@yvonne-arnaud.co.uk

Data Protection – If you apply for a job or work experience at the Yvonne Arnaud Theatre, we will need to collect certain personal data and special category data as part of your application. By providing information within your CV and covering letter, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

Notification – Whilst it is normally our policy to notify applicants as to the outcome of their application as soon as possible after the closing date, it is not always possible to do so. If you have not heard from us within four weeks of the closing date, please assume that your application has not been successful.