

FINANCE ASSISTANT – Part Time (20 hours/wk)

Theatr Clwyd

Job Description

Family: Communities

Responsible for: N/A

Reports to: Senior Finance Assistant

Job Purpose

To support the smooth running of the Finance Department by assisting the Finance Manager and Senior Finance Assistant, using judgement and initiative to ensure the financial accountability and wellbeing of Theatr Clwyd.

Key responsibilities

Purchase and Sales Ledgers

- Monitor the Finance email inbox for Supplier invoices, new Supplier and Customer requests etc
- Liaise with staff throughout the organisation regarding TCT and TCE's electronic ordering system "Xledger" and ensuring correct processes are adhered to
- Register invoices, matching purchase invoices with purchase orders, Supplier statement reconciliations, new Supplier and Customer set ups
- Input transactions into the accounting system.
- Ensure correct coding of all transactions

Cash, Banking and Staff Expenses

- To act as cashier support for Front of House, Box Office and William Aston Hall banking where necessary
- Check staff expense claims adhere to the correct amounts as per the current travel & expenses policy prior to posting to the accounting system
- Processing income journals into the Finance System from trading income and box office ticketing systems
- Monitor the electronic petty cash system "Soldo" ensuring sufficient funds are available and uploading transactions to the Finance system for both TCT and TCE
- Upload corporate card transactions to the Finance system for both TCT and TCE

Other

- Attend regular meetings with the Finance Department.
- To represent and positively promote the organisation at all levels.
- Perform any other duties as reasonably requested by the Senior Finance Assistant.

Person Specification

Essential

- Excellent IT skills with a high level of competence in Excel.
- Creative and innovative thinking in relation to problem solving.
- Excellent communication skills and the confidence to make a full contribution to the overall direction of the organization.
- The ability to work accurately with methodical attention to detail.
- A friendly, professional manner.
- The ability to be an effective team player and engage in all theatre activities.
- A flexible, hands-on approach with a positive attitude and a willingness to learn.
- A commitment to artistic excellence.

Desirable

- Experience of working with accounting software.
- Spoken and written Welsh.
- A working knowledge of purchase and sales ledger and credit control functions.
- An interest in working within the performing arts sector and arts administration.
- Full driving licence.