



## FINANCE OFFICER (PART-TIME)

Thank you for your interest in working at Lichfield Garrick Theatre!

This pack seeks to set out the key information you'll need to decide whether you want to apply for this role and join our team.

Lichfield Garrick is committed to Equality, Diversity, and Inclusion, and positively welcomes applications from candidates with a wide range of lived experiences and career journeys. To assist in removing as many obstacles as possible, we are happy to accept applications in the following formats: Written, Video and Audio.

Please note that should you submit your application via Video or Audio file, it must still contain all the information requested in the written format. If your preferred method of communication is not listed above or if you have any further questions, please contact our recruitment team directly on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) or 01543 412110 and we will do our best to support your application process.

### Introduction to the Role

The Theatre is at an exciting time, in its most recent full financial year Lichfield Garrick Theatre Group (the charity plus its two trading companies) saw a turnover of £3.1m and won two best local 'large business of the year' awards. Now, with significant recent renewal within our Board and a new Chief Executive, the organisation has set out ambitious plans for the future, which started with a 2023/24 programme that's been the busiest on record and include an exciting refurbishment of the theatre's entrances, box office, foyers and bars this Summer.

The theatre's Finance team currently consists of a Director of Finance and a Finance Manager. We are now looking to increase the capacity within this team with a part-time Finance Officer to be responsible for our accounts payable and banking processes.

You will be a team player, able to demonstrate solid relevant experience in these areas. You will be experienced in using Excel, Financial Systems and Office 365 and be keen to further develop your skills in this area.

We want someone who likes the idea of working in a fast-paced, creative organisation and who is excited by the prospect of being part of the team of an ambitious charity like Lichfield Garrick.

Closing Date for applications – Mon 15<sup>th</sup> July, 5pm

## Job Description

# FINANCE OFFICER (PART-TIME)

### ROLE SPECIFIC RESPONSIBILITIES

#### 1. FINANCIAL PROCESSING

1. Responsible for the effective day-to-day processing of:
  - Accounts Payable
  - Accounts Receivable
  - Supplier Statements & Queries
  - PCI Compliance Checks
  - Banking & Bank Reconciliations
  - Petty Cash Management
2. Responsible for the effective weekly processing of supplier payments.
3. Contributing to the monthly stock take.

#### 2. FINANCIAL MANAGEMENT

1. Assisting with analysis of financial data as required.
2. Assisting with balance sheet reconciliations as required.
3. Financial filing and archiving as required.

### OTHER RESPONSIBILITIES

#### 3. GENERAL

1. Attending staff meetings/training as required.
2. Receiving and accepting deliveries
3. Any other duties as requested by the Finance Manager or Director of Finance.
4. Maintaining a working knowledge of the theatre's programme.
5. Adhering to all Lichfield Garrick Theatre policies & procedures.
6. Contributing to effective Health & Safety management across the organisation.
7. Maintaining confidentiality at all times.

## Person Specification

ESSENTIAL	DESIRABLE
Excellent numeracy/maths skills	
Excellent written/verbal communication skills	
Excellent interpersonal & team-working skills	
Excellent attention to detail	
Ability to prioritise and work to tight deadlines	
Computer literate including use of Microsoft Excel/Word/Outlook to an basic level (with a willingness to learn)	Use of Excel to an intermediate level Experience with box office systems
Knowledge and experience of using accounting packages and POS/Sales systems (or experience of similar software systems)	Knowledge and experience of using Xero
Experience of working within the financial functions of a company	Experience of working within the financial functions of a charity
Ability to maintain confidentiality	Professional experience of confidentiality
	Qualified or Part Qualified AAT
	Interest in the performing arts

## Terms & Conditions

**SALARY** – £27,955.20 per annum pro-rata (based on 40 hours per week)

**WORKING HOURS** – 20-25 per week over 4-5 days ideally

**ANNUAL LEAVE** – initially 28 days per annum pro-rata including bank holidays. After 3 years service you will be entitled to 1 additional days holiday, then 1 day additional for every two years served up to a maximum of 33 days in total, including bank holidays.

**BENEFITS** – employee assistance programme

FLEXIBLE WORKING - the Finance Officer will need to work their contracted hours in the Theatre due to the specific requirements of the role, however there could be flexibility around working days and working hours (start/finish times).

## How to Apply

Please send an up-to-date CV and covering letter (max 2 sides A4) setting out your suitability for this role to [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com), together with a completed Equal Opportunities Monitoring Form which you can download from our website at [www.lichfieldgarrick.com/get-involved/job-vacancies](http://www.lichfieldgarrick.com/get-involved/job-vacancies).

If you'd like to submit an application in a different format, please contact us on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) and we'll do what we can to accommodate that.

The closing date for receipt of applications is Mon 15<sup>th</sup> July at 5pm.