

Job Description: Finance Assistant

Key Information

Responsible to	Finance and Resources Director
Hours	15 hours per week (actual working pattern to be agreed but is flexible)
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£25,200 pro rata (£9,450 actual salary)
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production (subject to availability)
Annual leave	5.6 weeks pro rata including bank holidays, increasing to 6.6 weeks pro rata after 5 years
Pension	Contributions to Employer's Workplace Pension Scheme (5%)

Overview

Working closely with the Finance and Resources Director and budget holders, the Finance Assistant will assist with the theatre's financial and management accounting, providing accurate and timely information. They will be working in a small team and must be capable, flexible and able to work under their own initiative.

Duties and Responsibilities

Individual Responsibilities

Weekly

- Weekly banking of Box Office, Catering, Front of House and other theatre income at Lloyds.
- Weekly recording and counting of Front of House and Restaurant takings (Daily Banking Sheet).
- Weekly petty cash accounting and reconciliation, inputting returns and replenishing floats.
- Maintenance of change requirements for Front Of House and the Restaurant.
- Processing and reconciliation of corporate credit card receipts.
- Bank reconciliations – ensuring all items on the bank statements are processed each week.

Daily

- Daily processing of bank transactions.
- Collection of Front of House cash takings.
- Reconciling Front of House, catering and Box Office card takings to credit card records.

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Complying with the organisation's Health and Safety, and clothing and equipment codes of practice and being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Undertaking relevant training and development as required to include, if required, being trained in First Aid, Fire Marshalling and the use of a defibrillator.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Creating a positive working environment, underpinned by the organisation's values.
- Contributing to our environmental sustainability goals.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).

Person Specification

The ideal post holder should have:

- Previous experience of working in a finance role.
- Excellent analytical and time management skills.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Computer literate, including an understanding of Office 365.

Submitting Your Application

How To Apply

Please send your CV, cover letter explaining why you want to work for The Watermill and how you meet the person specification, and completed Equal Opportunities monitoring form (details below) to Emily Beck (Theatre Administrator) via admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor, Newbury
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications 12pm midday on 3 May 2024

Interviews w/c 13 May 2024

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.