



JOB DESCRIPTION: FINANCE OFFICER (PAYROLL & PAYMENTS/RECEIPTS)

If you require this information in an alternative format, please contact our Admin Secretary, Julie Pearson: admin@watermill.org.uk / 01635 45834

ABOUT THE WATERMILL THEATRE

Over the past fifty years The Watermill Theatre has become one of the country's leading regional producing theatres. Nestled on the banks of the River Lambourn, in the tiny hamlet of Bagnor, just outside Newbury in Berkshire, the Watermill Theatre also runs its own thriving restaurant and bar from the beautifully converted and refurbished 18th century tithe barn, situated adjacent to the theatre.

Our restaurant serves fresh home cooked and, where possible, locally produced food for our audience. In addition, our beautiful venue is available to hire for parties, wedding receptions, meetings and seminars.

BACKGROUND

Our purpose is to create great shows that audiences love. From our home in a converted watermill in rural West Berkshire, which seats just 200 people, The Watermill Theatre has produced award-winning work that has been recognised throughout the UK and abroad. The very best artists and creative teams, both established and in the early stages of their careers, are our lifeblood, earning The Watermill a reputation as one of the very best producing theatres in the country.

Our artistic ambition is shown in our choice of work, from Shakespeare and classic plays to new writing and musicals. Our bold approach has led to the reimagining of large-scale musicals using actor-musicians, which has been widely viewed as breathing fresh life into familiar shows, as well as premiering brand-new musicals.

Recent tours and London transfers have included *A Midsummer Night's Dream* and *Macbeth* (National Tour and Wilton's Music Hall), *One Million Tiny Plays About Britain* (Jermyn Street Theatre), *Amélie The Musical* (National Tour and The Other Palace), *Twelfth Night* (Wilton's Music Hall), *Burke and Hare* (Jermyn Street Theatre), *Trial By Laughter* (National Tour), *Teddy* (National Tour and The Vaults), *Crazy For You* (National Tour) and *The Wipers Times* (West End and Tour).

Alongside London transfers and national and international tours of our work, we create productions for small-scale touring, ensuring that those living in rural isolation are able to enjoy high quality theatre on their doorstep. We also tour to schools taking scaled-down, vibrant productions of classic texts into the classroom to support students' learning.

Our belief that theatre should be available to everyone has led to a thriving education and

participation programme, which creates engagement opportunities for over 19,000 people every year at The Watermill and in the wider community.

Following the forced closure of the theatre in mid-March due to coronavirus, we have shown huge resilience over the past months, and as soon as we were given the green light to start creating live performances in August, we were quick to react. To this end, we were one of the first theatres in the country to present live performances with a season of outdoor theatre over a 6 week period. With social distancing in place, we reopened our auditorium for indoor performances in the autumn, albeit at a reduced capacity. We are therefore ready to bounce back as soon as restrictions are lifted in 2021 and the finance department remains busy during this time.

OVERVIEW

The following job description has been prepared as a guide and identifies the focus of the job and is not meant to be exhaustive.

Line Manager: Finance Director

Responsible for: The production of accurate and timely in-house payroll administration in accordance with statutory regulations. Weekly payments to creditors and control of debtor balances.

Main Objectives:

- To be responsible to the Finance Director for the administration of the Theatre's weekly payroll process. To manage our payroll operations, ensuring that each stage of the payroll process is properly actioned, that all staff are paid correctly, that correct payments are made and appropriate information provided to our pension providers, HMRC and other statutory bodies.
- To ensure that creditors are paid according to contractual terms.
- To ensure timely and effective collection of all debts and customer payments.

Payroll

- To arrange the payment of staff salaries through the computerised payroll system
- Maintenance of payroll system and leave planning system.
- Updating and maintaining payroll records.
- Liaising with staff and management on payroll related queries. This will involve the collation and input of all relevant information for the weekly payroll (including new starters, leavers, benefits, contract changes, overtime payments, recording leave, sickness and absence, student loan, maternity and paternity pay).
- Actioning all necessary payroll amendments authorised by the Finance Director.
- Ensure payroll records are accurately maintained and updated regularly in line with data protection.
- To be responsible for the compilation and submission of salary survey data.
- Familiarising yourself with the Theatre's pension and childcare voucher schemes and maintaining relevant contribution information about it. Ensure the completion of relevant reports and payments within the specified time frame.
- Co-ordinating the Theatre's compliance with future legislative requirements in relation to Pension Scheme membership under the direction of the Finance Director.
- Preparation and delivery of Payslips, and Bacs payment files.

- Completion of all End of Year payroll returns within specified time frame including P11d.
- Keep up to date with new legislation & regulatory ruling impacting payroll.
- To maintain absolute discretion and maturity in handling sensitive/confidential data.
- To conduct regular systems checks to ensure that our Payroll database is working properly and to identify any problems to the Finance Director.
- To liaise closely with colleagues in the Finance Team, ensuring that monthly reconciliations for budget control purposes are undertaken.
- To maintain up-to-date and comprehensive guidance notes on using the payroll module.
- To participate in projects to develop the payroll system database, taking a lead on identifying possible improvements to the system and playing a key role in implementing agreed changes.

Sales Ledger

- Chasing outstanding aged debt and keeping outstanding debtor days within agreed levels.
- Resolving queries both internally and externally around outstanding invoices.
- Reconciliation of control account.

Purchase Ledger

- Payment of weekly and monthly creditors.
- Reconciling creditor statements.
- Dealing with account and payment queries.
- Reconciliation of control account.
- Ensuring that procedures are carried out carefully and accurately to eliminate errors.
- Provide excellent customer service.

Other

- To assist the Finance Director and other colleagues when required.
- To work collaboratively and in a supportive manner within the Finance team and other departments to ensure that the overall aims and objectives are achieved.
- To attend and participate in team meetings.
- To attend training, participate in the Theatre's supervision and appraisal process.
- To work in accordance with The Watermill's policies, in particular our Equality and Diversity policy.
- To work within agreed Health & Safety policies and procedures. To take reasonable care for the health and safety of yourself and that of others.
- To work within agreed budgets, policies, and procedures of the Watermill Theatre

This job description is a general guideline only. The post holder may be required to undertake, as and when required, additional tasks and responsibilities that are reasonably compatible with this job description and its objectives at the request of the Finance Director.

PERSON SPECIFICATION

Note to Applicants: In your application, you should provide evidence of meeting all the points in the person specification, particularly those marked as essential as they are key criteria.

To be considered for this role you must have payroll knowledge including ability to carry out manual tax, NI and statutory payments calculations. We are looking for someone with interpersonal skills, customer service and a good phone manner. MS Office tools and Outlook experience is essential

Only candidates with a suitable amount of UK based experience and who have a legal right to work within the UK will be considered.

	Essential	Desirable
Knowledge and Experience	<p>5 GCSE passes at Grade C or above or equivalent, including Mathematics and English</p> <p>Proven experience of using computerised payroll and integrated accounting systems</p> <p>Experience of RTI reporting</p> <p>Proven equivalent professional experience</p>	<p>Data protection and equal opportunities principles</p> <p>Experience of RTI reporting</p> <p>A recognised accountancy qualification</p>
Skills and Abilities:	<p>A detailed knowledge of payroll systems, taxation / national insurance rules and pension scheme administration</p> <p>A good understanding of accounting principles and their application to payroll</p> <p>Good numeracy and literacy skills</p> <p>Excellent attention to detail</p> <p>Customer service focus</p> <p>Ability to establish and maintain good relationships, both internally and externally at all levels</p> <p>Proficiency in IT packages and systems (e.g. Microsoft Office, Accounts packages)</p> <p>Ability to communicate clearly and concisely with customers and colleagues both orally and in writing</p> <p>Ability to prioritise workload to meet required timescales and levels of accuracy with minimal levels of supervision</p>	<p>IT skills:</p> <ul style="list-style-type: none"> • Processing Bacs • Iris Exchequer Payroll and Accounts

	<p>Excellent administrative and organisational skills</p> <p>Ability to embrace change and apply to working practices</p> <p>Understand the significance of data integrity in business processing</p> <p>Ability to work consistently within frameworks and procedures</p> <p>Flexible and proactive in approach to work and tasks undertaken</p>	
Other Requirements:	<p>Commitment to attendance at work</p> <p>Commitment to ongoing personal and professional development</p> <p>Working hours 9am – 5pm</p>	

At The Watermill we are committed to equal opportunities for all. We therefore actively encourage applications from people from a variety of backgrounds, experiences and skills.

Salary: up to £25,000 p.a. dependent on experience for full time hours. The full-time salary is based on a 35 hour week.

Holidays: Statutory including public holidays for first five years – currently 5.6 weeks per annum. Thereafter 6.6 weeks per annum.

Probationary period: 12 weeks

Notice Period: 12 weeks

Pension: matched up to 5%

Other benefits: the opportunity to work at one of the most beautiful theatres in the country. Complimentary tickets for Watermill shows (subject to availability).

Start date: To be discussed at interview

HOW TO APPLY

Please apply with your full CV and a covering letter explaining how you fulfil the criteria, to: Faramade Rees, Finance Director, by email: faramade@watermill.org.uk or by post, c/o Watermill Theatre Ltd, Bagnor, Newbury, Berkshire RG20 8AE

Closing date for applications: Midday Friday 22 January 2021

Interviews: week commencing 25 January 2021



Supported using public funding by
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