

## FINANCE ASSISTANT JOB DESCRIPTION THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



**Our Vision:** to build a genuinely representative and inclusive society where *everyone* can participate in, lead, work in, and enjoy creativity and culture.

**Background information:** Theatre Peckham is multi award-winning cultural venue for artistic excellence and social change. Through the power of theatre, we illuminate young voices, provide skills and opportunities, and platform excellent creatives who are locally focused with a national and international vision. At our South London home, we commit to producing new writing and performance focusing on young, culturally diverse talent.

We are a two time OFFIE Award Winning Theatre including 2022 Special Recognition Award for our exceptional work; platforming cutting edge productions that push the boundaries of form, use exciting ways to retell existing or imagine new stories, and engage with hyper-local audiences. We host a range of projects in collaboration with partners (including Rambert, CTC Dance Company, Young and Talented, RADA and Guildhall) to platform high quality productions, developing artists and engage new audiences.

Theatre Peckham is regarded as a key player in the local arts and education landscape, we deliver local and national priorities with our key strength of quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

Embedded across all the work that we do is our commitment to building a healthy, representative, and equitable sector.

This is an opportunity to join Theatre Peckham's dynamic team who work collaboratively and are a driving force of change within the industry.

## FINANCE ASSISTANT JOB DESCRIPTION

**Job Title:** Finance Assistant

**Responsible to:** Head of Finance

**Work closely with:** Head of Finance, CEO/Artistic Director, Creative Producer, Company Administrator, Venue Manager

**Purpose of Role:** The Finance Assistant will be responsible to the Head of Finance, for the efficient day to day running of Theatre Peckham's finance function. Processing all financial transactions generated by the business, including customer invoicing, supplier invoices and payment, and other finance transactions.

### Principal responsibilities:

- Book keeping: inputting all monies received and payments made into Quickbooks Accounting software and Excel Spreadsheets.
- Manage income received from all sources including online box office, online course booking and café takings, reconcile and assign to correct budget category.
- Payment of all bills and recording of budget categories.
- Payment of monies received from all sources into bank accounts.
- To create and present invoices to other companies/individuals on behalf of Theatre Peckham and ensure payment is made.
- Carry out Weekly bank reconciliations.
- Support the Head of Finance to create Management Reports, Cashflow forecasts and annual budgets.
- Provide financial information to relevant staff to support funding applications and reports, returns to funders and project budgets.

The Finance Assistant is also encouraged to have an involvement in the activities of the Theatre, including attending events, workshops, script readings, production read-throughs and production previews.

### Core Competencies for this Role

- Excel skills (i.e. Pivot table)
- Minimum 2 years' experience in similar role.
- Working knowledge of QuickBooks (Accounting software)
- Hands on Approach, must be a self-starter.
- Ability to work to deadlines.
- Good attention to detail.

### Miscellaneous

- Attend staff meetings, training sessions and other events, some of which may take place outside normal working hours.
- Undertake other duties as may be reasonably required to support Theatre Peckham activities.
- Advocate for Theatre Peckham externally.
- At all times to carry out duties and responsibilities with regard to Theatre Peckham's policies and procedures.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment. The applicant does not need previous experience working in the arts but should have a passion for Theatre



Peckham's values.

**Terms:**

Work address: Theatre Peckham, 221 Havil Street, London SE5 7SB

Salary: Salary £22,360 pro rata

25 hours per week worked as Monday – Friday 10am-4pm (including a 1-hour unpaid lunch break)

We are open to discuss the working schedule to suit the successful candidate's needs, however we will require you to be work on a Tuesday morning as this is when we hold our weekly team meetings.

Normal office hours are 10am to 6pm, between Monday and Friday. The annual paid holiday entitlement is 20 days plus public holidays, pro rata. There is a probationary period of one month. There will be a 3 month probation period

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

**How to Apply:**

If you would like to apply for the post please download the application form and the equality monitoring form from our website and send via email.

Please address the letter to Naomi Wright, Company Administrator: [admin@theatrepeckham.co.uk](mailto:admin@theatrepeckham.co.uk)

**Closing date: 5pm, Tuesday 4 October 2022**

**Interviews: TBC**

**Start Date: October 2022**

Applicants may be contacted ahead of the deadline.

Please note that only applications submitted on Theatre Peckham's Application Form will be considered.

We do not accept CVs.

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, gender identity, ethnicity, religion or belief, sexual orientation, disability or nationality.

**We look forward to receiving your application.**

**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Naomi Wright on [admin@theatrepeckham.co.uk](mailto:admin@theatrepeckham.co.uk) / 0207 708 5401

**APPLICATION PACK**

There are 3 documents that you need (1) Job description (2) Application Form (3) Equal opportunities monitoring form. They are all available to download on the Theatre Peckham website. If you cannot obtain copies please contact us for support. The purpose and key tasks and responsibilities of the position are set out in the job description. It is important to read all the information carefully before completing the application form.

## COMPLETING THE APPLICATION FORM

### General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via e-mail.

### Working through the form

- Ensure that you clearly state the full job title on your application form.
- If you are applying for a job share please state this on the application form. Each individual will need to complete a separate application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Theatre Peckham and ensure that it reaches us before the closing date. Late applications will not be considered. If you are having problems returning your form, please get in touch.

## SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.



If you are shortlisted, we will normally contact you by email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job. In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Theatre Peckham are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

### **DATA PROTECTION ACT, 1998**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Theatre Peckham's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.