**Vacancy at watford Palace theatre**

Thank you for your interest in a vacancy at Watford Palace Theatre.

The specific details of the Vacancy you are applying for are:

**Job Title:**  Finance Officer

**Application Deadline:** 12 noon, Monday, 20th February 2017

**Interview Date:** Monday, 27th February 2017

**Recruiting Manager:** Head of Finance

In this pack you will find:

* The job description
* Background information about Watford Palace Theatre
* A copy of our staff structure
* An application form

If after reading through the pack you would like any more information, please contact the Administrator, 01923 235455.

You can download a copy of our application form from www.watfordpalacetheatre.co.uk .

Details of how to submit your application are shown on the application form.



**WATFORD PALACE THEATRE**

**JOB DESCRIPTION**

Post: Finance Officer

Reporting to: Head of Finance

Team: Operations

#### Main purpose and scope of the post

To support the Head of Finance with the day-to-day finance function of the Theatre company to a high degree of accuracy.

#### Principal duties and responsibilities

The post holder will carry out the following duties and others that may be reasonably required:

1. **Finance** 
   1. Maintenance of the Purchase Ledger, including invoice processing, updating of purchase orders, preparation of supplier payments, and reconciliations as required.
   2. Maintenance of the Sales Ledger, including invoice production, cash allocation, credit control, and reconciliations as required.
   3. Preparation, submission, and general administration of the payroll function (currently outsourced).
   4. Processing company credit card statements.
   5. Cash handling to include petty cash and banking of takings.
   6. Cash Book compilation, entry, and bank reconciliation.

* 1. Creation and entry of General Ledger Journals as required.
  2. Assistance where necessary with ad-hoc accounting tasks.
  3. Responding to general financial enquiries, both internal and external.
  4. Maintain confidentiality of information relating to Watford Palace finance and business matters.  Much of this information will be confidential internally as well as externally.

1. **General**

2.1 Undertake staff development activity as required.

2.2 Work closely with colleagues to ensure the smooth-running of the building.

2.3 Support colleagues in other teams in the running of a range of special events, including hires of the building, press nights and community activities.

2.4 Ensure that all Palace policies are observed in every area of their work.

2.5 Actively support and promote the Palace’s commitment to diversity and equal opportunities in every area of the Theatre’s work.

*This job description is subject to review.*

**PERSON SPECIFICATION**

Essential

* Demonstrable skills in Financial Administration, including: Purchase Ledger, Sales Ledger, Nominal/General Ledger, Cash Book, etc.
* Working knowledge of payroll processes.
* Skilled user of Microsoft Excel, Word and Outlook.
* Appropriate degree of computerised accounting & spreadsheet literacy.
* Attentive to detail and highly organised.
* Proven team player.
* Analytical approach to problem solving.
* Excellent communication skills, both verbal and written.

*Desirable*

* Experience of interpreting intricate weekly timesheets
* Experience of Microsoft NAV 2009 accounting software (formally Navision)
* Awareness of the specific financial requirements of Charitable Organisations
* An empathy with the artistic objectives of Watford Palace Theatre

**TERMS OF EMPLOYMENT**

**Salary:** £19,793.00 per annum

**Hours:** 40 hours per week; office hours are 10:00 – 18:00, Monday to Friday

**Holiday:** 29 days per year (which includes 8 UK public Holidays)

**Notice Period:** 1 month

**Miscellaneous**

Tickets: Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details.