

Theatre Delicatessen  
Finance & Admin Assistant  
Sheffield-Based  
Job Description

## About Theatre Delicatessen

Theatre Delicatessen is the trading name of the charity CurvingRoad Ltd.

Theatre Delicatessen builds alternative cultural spaces in the heart of communities to create new ways for people to engage and participate with the arts, live events and creativity.

We believe in the power of art to change people's lives. We believe it does this by developing creative and conceptual thinking, empathy, imagination, communication and helps strengthen communities by celebrating diversity and difference.

Theatre Delicatessen has two main objectives:

- To support artists in the creation of their work, with a specific focus on participatory, interactive and immersive artforms
- To build spaces that create new ways for audiences better access and participate in art and theatre

Theatre Delicatessen achieves this by collaborating with property developers to source empty spaces in city centres around the UK, opening up building resources to local artists and establishing new community arts hubs for local people.

## Purpose of the Role

We're looking for a dynamic financial administrator to work out of our new base in Sheffield. In this varied, fast-paced role you will be co-ordinating Theatre Delicatessen's bookkeeping, financial admin and general company admin.

You'll be liaising with a variety of people across the organisation, from the Artistic Directors to Cafe Managers, supporting them to deliver a programme of performance and art across our venues in London and Sheffield.

Theatre Delicatessen is a fast-moving arts organisation with a diverse income. This role has the potential to expand with the right person in it.

Responsible to: Artistic Directors

Responsible for: Finance and Admin volunteers and interns

## Main Responsibilities

- To maintain and manage excellent communication across the organisation

- To work in collaboration with the Executive Directors and Senior Staff to provide excellent financial management of the organisation
- To maintain best practice with managing online banking and accounting
- To provide regular reporting and basic analysis of financial status to relevant staff members
- To ensure staff are adhering to financial policy and procedure
- To provide rigorous, accurate and efficient administration and maintenance of CurvingRoad's (CRs) banking, accounting and bookkeeping systems
- To manage accounts receivable and payable, including processing invoices, expenses, and bills
- To create and process CRs sales invoices
- To prepare and complete weekly reconciliation of all payments made into and out of the bank accounts on Xero including invoices, expenses, bills and cash payments
- Lodge cash/cheques and manage online banking including online payments and transfers
- To assist CRs accountants and Executive Directors in preparation of year-end audit
- To develop and implement improvements to the financial controls and procedures within the organisation
- To assist with procurement and financial risk management processes, that provide the best possible value and the lowest possible cost
- To liaise with the company's external accounting firm to process VAT returns
- To assist the accountants processing monthly payroll and making payments for it
- To work with the Executive Directors to review department budgets
- Collect and enter data for various financial spreadsheets
- To review and audit financial statements and reports, ensure all calculations and data entries are correct
- To identify and reconcile any discrepancies or errors identified made by employees and/or clients
- To oversee and manage credit control of overdue invoices
- To be vigilant to and report any discovery or suspicion of wrongdoing to the proper authorities
- Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
- Undertake any other duties as requested by the management team

#### Administration Responsibilities:

- Book travel and accommodation for the company
- Ensure all company details, documentation and payments are up to date with Companies House, HMRC, and the Charity Commission
- Assisting Managers in procurement and buying
- Providing administrative support to discrete projects where needed
- Providing general administrative support to the Artistic Directors where needed

### Essential Criteria

- Evidence of financial qualifications
- An analytic and rigorous approach to facts and figures
- Excellent IT Skills, particularly in Excel & MS Office Package
- World class organisation skills
- Strong knowledge and experience of accounting software Xero
- Previous experience of financial administration or management
- Good general accounting experience; with sound debit and credit comprehension and reconciliations experience
- Ability to self-manage and self-motivate
- Excellent team, people and communication skills

### Terms

Hours: 20 hours per week

Salary : £19,000 pro rata per annum

Holidays: 28 days pro rata per annum including bank holidays

Contract type: Short fixed term 4-month contract, with potential to expand to permanent position

Probation: 1 month

Notice period: 1 week during probation period, 1 month thereafter