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**Vacancy – Finance Manager, (P/T) Maternity Cover**

We are looking for a self-motivated, focused and confident Finance Manager to keep the day to day finance processes up to date and in good order. The ideal candidate will be able to come in and as well as maintain current procedures, identify and implement improvements to processes. Working as part of a small theatre administration team we have an open and inclusive workplace where your work will have a big impact on the company.

You will need a strong knowledge of Sage 50 Accounts & Sage 50 cloud Payroll. In addition, a strong understanding of Excel, Word and Outlook. Working to tight deadlines, a flexible and forward-thinking approach is needed. Having some experience of small / medium business finance or experience in working in a creative or theatrical industry would be an advantage.

We encourage growth in all of our team so this is a great opportunity for someone with a financial interest and training who is looking to develop into a theatre finance career.

**Main Duties include:**

* Maintaining the existing day to day finance function of Greenwich Theatre and working to gradually improve systems and processes
* Line managing the bookkeeper to ensure daily inputs, accounts and financial procedures are up to date
* Accurate processing of financial information
* Supervising weekly supplier payments
* Maintaining financial controls and reporting
* Overseeing Weekly wages and Monthly Salaries
* Managing PAYE and VAT returns
* Maintaining up to date management accounts
* Working with auditors in preparation for our annual audit (Summer/Autumn)
* Planning and implementing improvements to financial processes
* Managing Reconciliation of Bank Accounts and Petty Cash
* Processing and submitting Gift Aid returns
* Opportunities to input into the strategic planning of the organisation

**Person Specification:**

We are looking for an experienced person who holds a recognised qualification in bookkeeping or accountancy and has experience of working at this level of responsibility. The post holder reports to the Artistic Director and works closely with the other heads of department.

They will ideally have an awareness of theatre practice and regulations, especially employment legislation.

Terms: 6-month fixed-term contract, immediate start preferred

Reporting to: Artistic Director

Hours: 24 hours per week, 3 days 10am to 6pm, Monday to Friday

(with flexibility to fit in with other commitments)

Salary: £35,000 p/a pro rata

Statutory holiday and sick benefits

To apply, please complete an application form and equal opportunities form and send them to [jobs@greenwichtheatre.org.uk](mailto:jobs@greenwichtheatre.org.uk)

Closing date for application: 10am, Monday 28th August 2023

Interviews will take place Thursday 31th August 2023