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**VACANCY – FINANCE OFFICER**

Greenwich Theatre is looking to appoint a part-time Finance Officer to look after our day to day financial operations. Joining a small team and working in a fast paced, constantly changing environment you will be responsible for a range of accounting and financial processes. Working directly with Directors and Managers this is a central and essential role that contributes hugely to the success of the theatre. Greenwich Theatre works with hundreds of performers, producers and creative people all year and is a not-for profit charity.

If you have experience in financial administration and book keeping and have an interest in theatre or live performance this could be an amazing opportunity for you. Strong knowledge of Sage 50 and Sage Payroll is essential. In addition, a strong clear understanding of VAT, PAYE and Excel is required and a CIMA qualification would be an advantage.

**Hours:** ​ 20 hours per week

**Salary:**​​ £28,000 per year pro-rata (£14,000)

**Holiday:** ​ 12.5 Days per year pro rata, taken when the operational requirements of the Theatre allow.

**Term**: This is a part-time permanent contract, subject to a 3 month review and

6 probation period.