

MARINE THEATRE

Finance Assistant

Job Application Pack



Closing Date: 31 January 2025

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An Introduction to the Marine Theatre

We're delighted that you're interested in joining the team at the Marine Theatre as a Finance Assistant. LymeArts Community Trust Ltd is the Charitable Trust which oversees the Marine Theatre; one of the most remarkable live arts venues in the South. We run an exceptional programme of music, theatre, film, comedy, youth theatre and community engagement in an area of outstanding natural beauty and cultural heritage.

As a charity theatre we rely on a dedicated team of volunteers, and all proceeds from the generous support of individuals, memberships and events support the arts programme and continued preservation of the Marine Theatre.

The Marine Theatre has a mid-scale venue with a seating capacity of 220 / standing capacity of 396.

Our mission

We run a year-round programme of over 200 events per year, with an estimated annual audience of over 30,000. We achieve engaging programmes, popular creative engagement projects and dynamic Youth Theatre by working as a small team of passionate people - connected to each other and our audience by a powerful sense of place. The work we do connects deeply with our local community and offers quality on stage performances for our audiences.

Gabrielle Rabbitts
Director

Job Description

Job Title	Finance Assistant
Salary	£24,000 per annum / pro rata for part-time roles
Location	Marine Theatre, Lyme Regis and remotely following a hybrid working policy
Reporting To	Finance Manager
Term	24 hours per week (part-time)

Purpose

We are recruiting a part-time Finance Assistant to support the Finance Manager in various areas of the finance function for the Marine Theatre.

Key Responsibilities

- Cashing up/Float recs/Coin change
- Produce Artist Settlement Reports for all events
- Send Settlement Reports to Agents/Artist
- Produce Event Sales Invoices - Tickets Source Sales/Bar Sales (Receivables)
- Enter all event sales receivable data into Quickbooks
- Box Office Sales - Entering Sales data into QB and reconciling card receipts
- Producing monthly Sales report for external box office services
- Maintain up to date Sales Ledger
- Payables - Enter all payments into Quickbooks
- Payables - Make all payments using online banking
- Maintain up to date Purchase Ledger
- Produce Bar Staff Time Sheet by event
- Reconciling Square Card payment receipts to Till Reports
- Administrate Theatre Memberships
- Bank account entries to Quickbooks
- Bank Reconciliations

- Manage Debtors
- Produce Monthly Event reports
- Box Office Report for the cinema

This job description outlines the principal responsibilities and duties of the postholder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional information

The role is offered on a part-time basis working 24 hours per week, over 3 days, however, timings can be flexible and applications for part-time working over 5 days would be considered. We operate a hybrid working pattern, however the role requires theatre office attendance for the majority of the working week.

Candidates must demonstrate that they can fulfil the requirements of the post.

The annual leave entitlement for this post is 28 working days pro rata. This is equivalent to 17 days on a part-time basis.

The Marine Theatre offers an auto-enrolment pension scheme matching employee contributions, as well as free entry to all Marine Theatre events.

Health and Safety

The post holder is required to carry out their duties in accordance with Marine Theatre Health and Safety policies and procedures.

Diversity

The postholder is required to always have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Person Specification

Essential	Desirable
Experience	
<ul style="list-style-type: none"> - Experience working in an accounts/ finance role (minimum 2 years) - Experience in reconciling suppliers, bank, cash and other control accounts. - Posting suppliers invoices, making payment, creating sales invoices - Credit Control on the sales ledger - Use of online banking platform - Experience dealing with external suppliers 	<ul style="list-style-type: none"> - Experience of the issues affecting charities - Awareness of the financial issues relevant to charities - Experience dealing with an EPOS system
Knowledge	
<ul style="list-style-type: none"> - Knowledge of accounting software QuickBooks. 	
Skills	
<ul style="list-style-type: none"> - Able to manage own workload, completing tasks to deadline and flexible when faced with changing priorities. - Able to work proactively with partners and representatives of other organisations - Attention to detail - Proficient in the use of Excel, supported by high levels of IT literacy. Experience in use of Finance Software QuickBooks. - Strong written and interpersonal communication skills 	
Qualities	
<ul style="list-style-type: none"> - Ability to build good relationships - Proven commitment to professional and personal development and willingness to learn 	

<ul style="list-style-type: none"> - Disciplined and self-motivated - Active problem solver - Ability to manage busy periods in a calm manner - Implement the policies approved by the Board of Trustees - Commitment to Equal Opportunities, Cultural Diversity and exceptional and inclusive customer service 	
Qualifications	
<ul style="list-style-type: none"> - Qualified by Experience 	<ul style="list-style-type: none"> - Association of Accounting Technicians (AAT Level 3 or above) - Other equivalent accounting qualifications.

How to apply and the selection process

Send your CV and covering letter to office@marinetheatre.com for the attention of Zoe Geraghty.

In completing your application, you must tell us how you meet the essential qualification, experience, skills, and qualities outlined in the Person Specification. We'll assess how you meet them through the CV, covering and interview. We'll let you know if we plan to include a presentation or a skills test if you are invited for an interview.

Deadline for receipt of applications

This vacancy closes 31 January – 12 noon. Unfortunately, any applications received after this time won't be accepted. Your completed application should be submitted by email to office@marinetheatre.com. Please note that our email servers will not accept emails larger than 10MB.

Acknowledgement of receipt

All email applications will be acknowledged upon receipt.

Interviews

Interviews will be held at the Marine Theatre, Church Street, Lyme Regis, Dorset DT7 3QB