

Pleasance Theatre Trust - Role Pack

Finance Assistant

April 2024

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established Fringe theatres in the UK - which as a registered charity aims to discover, nurture and support artistic talent from around the world.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for presenting a programme of compelling and entertaining shows that uniquely represents the spirit of the Fringe.

Our London theatre has 2 performance spaces, whilst Pleasance Edinburgh is home to a further 33 across 3 sites with an audience of over 500,000 across 27 days.

As an educational charity the Pleasance is committed to developing opportunities to grow careers. Our team includes experienced industry professionals working proudly alongside those just starting out. Together they provide support to artists, audiences and each other.

The Pleasance is a place where journeys begin; built by us, but made unforgettable by you.

We hope you'll join us.

The Pleasance Theatre Trust is a registered charity - charity numbers 1050944 (England & Wales) and SC043237 (Scotland).

What we look for in applicants

We are looking for team members with:

- A positive attitude.
- A willingness to work as a team.
- An ability to remain motivated, particularly in a fast paced environment.
- A commitment to sharing their experience with others.
- Relevant skills that would support you in the role (see “Role description” for more detail).

Successful applications are most often ones which clearly and concisely communicate these points.

Contract terms and eligibility

Salary:	£25,000 per annum, plus training fees paid
Contract:	Full time, permanent
Hours:	40 per week Monday - Friday, plus additional hours as required to fulfil your duties
Location:	London and travelling to Edinburgh during the festival season
Holidays:	20 plus public holidays
Starting:	June 2024

Role description

The Pleasance Theatre Trust is looking for a new **Finance Assistant** to join our team and provide essential support to the small, busy finance department.

The Finance Assistant works with the Head of Finance and is responsible for a number of key accountancy jobs, including managing the purchase ledger; petty cash requests; purchase orders; credit control; and fielding general finance queries.

With a strong focus on financial management, the ideal candidate will have an interest in pursuing a career in finance and/or some previous experience in a finance department, along with a willingness to undertake accountancy training. General skills that will be essential within the role include excellent numerical skills, a working knowledge of programmes such as Excel and Word and the ability to manage a varied workload whilst maintaining a keen eye for detail.

The position is based at the Pleasance’s London Theatre for the majority of the year, relocating to Edinburgh for the Festival Fringe throughout August.

Key Responsibilities

- Maintain the purchase ledger by entering invoices onto the accounts software (MYOB).
- Control the administration of purchase orders by ensuring budget codes, job codes and the amount has been correctly authorised and counter signed where necessary.
- Ensure all incoming invoices correspond with the associated purchase orders and authorise payment with the relevant departmental head. Ensure payments are made in a timely manner.
- Oversee credit control of all debtors.

- Manage and reconcile petty cash for the Head Office and whilst in Edinburgh.
- Provide assistance for the preparation of payroll on request of the Head of Finance.
- Administer and facilitate the payment of volunteer subsistence in Edinburgh.
- Complete the banking of all Box Office and Front of House cash takings, liaising with departmental managers as required.
- Manage all gift aid requirements and control all incoming donations.
- Reconcile actual spend against projected budgets on the request of the Head of Finance.
- Reconcile the nominal ledger on the request of the Head of Finance.
- Assist with the preparation of the accounts for the annual external audit.
- Assist with preparation for the bar stock take.
- Work closely with the Box Office, Front of House and Technical Managers to ensure good financial procedures are maintained.
- Ensure essential financial governance is maintained at all times.
- Organise and file any accounting paperwork appropriately.
- Answer correspondence relating to the finance department on email and phone, as required.
- Support and deputise for the Head of Finance as required.
- General administration and ad-hoc duties as required, supporting the wider team.

Skills and Experience

Essential

- Impeccable attention to detail
- Excellent IT and computer system skills
- Maths GCSE or equivalent
- Excellent communication skills
- An ability to work to a high standard in a fast paced environment
- An ability to process high volumes of to a high standard
- Strong data entry skills
- Discretion and a sensitivity when handling confidential information

Desirable

- Some experience working within a finance team
- A Level Maths or equivalent qualification
- Accountancy qualification
- Basic understanding of payroll systems
- Experience of working with Filemaker Database

Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- 11th April 2024: Applications open
- 12th May 2024, 5pm: Applications close
- Week commencing 20th May 2024: Interviews

Making an application

To apply for this role, you can make one of the following applications:

- **In Writing:** A written application can be made by emailing your CV and a cover letter explaining your suitability to the role to jobs@pleasance.co.uk with the role title and your name included in the subject line.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com
- **Video:** A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, Google Drive or Dropbox and send the link for viewing.

Application process

The process has two to three stages:

1. An application
2. Interviews for shortlisted candidates

How we assess your application

- Each application is assessed by someone who works in the team you are applying to - typically a manager with a knowledge of the requirements of the role. They will assess your application with a mixture of comments and scores for how closely they think you meet the requirements of the role. Requirements are outlined in the "What we look for in applicants" and "Role description" sections of this pack.
- The assessor will determine a shortlist of candidates for interview.
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom.
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role.
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback.

If your application is successful

- You will receive an offer by email, confirming the terms and other relevant information.
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together.
- You are welcome to ask any further questions prior to accepting the offer.
- After you accept your offer, you will be sent a contract to sign and any other relevant information.

Help

If you require help with your application you may contact us by:

- Email: jobs@pleasance.co.uk
- Phone: +44 (0)207 619 6868

We aim to reply to all enquiries within 7 days.

Equal Opportunities

At the Pleasance Theatre Trust we want our team to reflect wider society and welcome applications from all sections of the community - particularly anyone currently underrepresented in the creative industries.

We welcome applications from everyone, regardless of backgrounds or social group. If you would like to have an informal discussion about any role available or anything in this pack before you submit your application please contact jobs@pleasance.co.uk.

You can also email or phone to talk to us about your access needs. Our access menu on the website details what we can provide but it is not exhaustive. We discuss access with candidates at each step of the application process, so first we would discuss access for the application, then go from there.
