

## WE ARE STRATFORD CIRCUS ARTS CENTRE

Thank you for your interest in the position of Senior Finance Officer at Stratford Circus Arts Centre.



We believe that access to art brings joy, empowers people, and draws them together. We provide world-class, accessible creative experiences and performances on the doorstep of people in Newham and east London.

Stratford Circus Arts Centre is a vibrant place to create and experience art through exceptional theatre, dance, music and circus and visual exhibitions and we present work for families, young people and adults. We support national, international and east London artists to create new work that is relevant to local people, connecting artists and audiences to help them find authentic voices.

Our education programme works with schools and community organisations to introduce local people to artistic experiences through workshops and bespoke creative learning projects. We are proud to be a founding partner of the East London Cultural Education Alliance, delivering outstanding creative opportunities for children and young people across East London.

Our modern and versatile building receives more than 125,000 visits a year and is a key resource for the local community. We regularly hire out space to artists, schools and local groups as well as corporate clients and promoters. Stratford Circus Arts Centre is a National Portfolio Organisation of Arts Council England and a registered charity. Any profits we make go directly back into our work.

## WHAT WE DO

- **We welcome** diverse audiences and actively support people who are marginalised. We are a venue that local communities are proud of and value and where people encounter great artistic experiences and creative opportunities.
- **We create** high-quality, mixed art-form artistic programmes linking Stratford Circus Arts Centre both to its immediate communities and to other creative organisations, regionally, nationally and internationally.
- **We develop** creative and cultural skills through direct engagement with young people and communities, enabling wider access, progression and career development.
- **We engage** with professional arts organisations and individual artists leading to the development of creative programmes and festivals, the incubation of new artistic work, and the professional development of individuals.

**Stratford Circus Arts Centre is an equal opportunities employer.**

Stratford Circus Arts Centre  
Theatre Square  
London E15 1BX  
020 8279 1080  
stratford-circus.com

## Senior Finance Officer

**Reference Number : SAT F001**

**Contract : Full time, initially a 1 year contract with a 6 month probation period**

**Reporting to : Finance Manager**

**Salary : £28,000**

**41 hours per week, including breaks, (evening and weekend working as necessary)**

**Holiday entitlement : 23 days per annum, increasing by 1 day each year up to a maximum of 30 days, plus bank holidays**

**Pension : Stratford Circus Arts Centre will pay a statutory contribution of salary after 3 months**

**SCAC operates a flexible working policy**

**Deadline for applications : 5pm, Friday 8<sup>th</sup> March 2019**

**Interview date : wc 11<sup>th</sup> March 2019**

### **PURPOSE OF POSITION**

The Senior Finance Officer will play a key role within a very busy and varied finance department. You will be responsible for maintenance of all ledgers and cash management. You will work closely with the Finance Manager to complete month end reconciliations, adjustments and preparation of trial balance in a timely manner.

### **Main Duties**

#### **Sales Ledger**

- Daily processing of invoices and credit notes
- Liaising with Events and Hires Manager and customers to resolve queries and ensure accurate invoicing
- Prompt collection of hires remittances
- Debt collection where necessary

#### **Purchase Ledger**

- Raising Purchase orders
- Processing supplier setups
- Daily processing of purchase invoices, matching to Purchase orders, authorising and preparing for payment
- Administration of payment runs
- Liaising with suppliers to resolve queries

#### **Cash Management**

- Cashing up and reconciling weekly box office and café income
- Disbursing and reconciling petty cash
- Disbursing and reconciling floats

#### **Month End**

- Reconciliation of bank and balance sheet accounts
- Period closure, ensuring all records are complete
- Month end journal adjustments

- Preparation of Trial balance
- Assistance with analysis of month end variances

#### Other Duties

- Administering credit card and prepaid card accounts
- Administering sessional staff timesheets
- Administration of project costs and paperwork
- Assisting with funding applications
- Ad hoc preparation of information for reports
- Analysis of expenditure and income and any other analysis of figures as required
- Preparation of accounting records for year-end audit
- Assistance with year-end audit
- Assistance with preparation of partial exempt quarterly VAT returns

*This job description outlines the types of work involved in this role. It is not exhaustive and the post-holder may undertake other duties as reasonably required. This job description may also be reviewed in consultation with the post-holder to ensure that it continues to meet to ongoing requirements of the organisation.*

#### PERSON SPECIFICATION

This role requires excellent communication and interpersonal skills, a level-headed, common sense approach and close attention to detail.

Experience	Essential	Desirable
At least 2 years' experience working in a similar role	*	
A good understanding of all aspects of the finance function	*	
Experience working within sales and purchase ledger	*	
Experience of working on month end closure	*	
Experience of analysing and manipulating data	*	
Experience of preparing both written and numeric data for reports	*	
Experience of account and ledger reconciliations	*	
Experience of Gift Aid, Foreign Entertainers tax		*
Experience of VAT reporting		*
Experience of working in the not for profit sector		*
Qualifications and skills		
Commitment to SCAC goals of access, diversity and inclusivity	*	
AAT Technician or part qualified ACCA or equivalent	*	
Excellent communication and interpersonal skills	*	
Excellent Excel and Microsoft Office skills	*	
Good time management and task prioritisation	*	
Self-motivated and able to work on own initiative	*	
Keen to develop and learn	*	
Passionate about your work	*	

February 2019