



Finance Assistant - JOB DESCRIPTION

Job Title: Finance Assistant
Reports to: Finance Director
Appointed by: Interview Panel

Period of Appointment: Part time 24 hours per week over 2 days on site 2 days from home. Hours and days worked are flexible. Occasional weekend hours may be required with a maximum of 5 hours on one weekend day.

Salary: £12.50 per hour

PURPOSE OF ROLE

- To provide support to the Finance Director with the varied financial requirements of the Tyne Theatre and Opera House and Trust
 - This is a busy and responsible role which will require the applicant to be highly motivated, able to work on their own initiative, able to prioritise a busy workload and have a high attention to detail.
 - Experience in a finance role is essential.
 - Working hours are variable and require flexibility. Increased hours may be required during busy periods.
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Key Responsibilities

- Cashing up of bar and box office takings and taking to bank
- Cashing up of bucket collections and donations and taking to bank
- Maintenance of till and safe floats, including requirements for upcoming shows
- Updating spreadsheets and inputting data to accounts package (currently Xero)
- Raising and issuing sales invoices
- Credit Control
- Inputting purchase invoices on Xero
- Generate payment of suppliers when due
- Dealing with supplier enquiries
- Responding to general finance queries
- Assisting with Finance Administration as required

Role Requirements

- Experience in a finance role (essential)
 - A high level of attention to detail (essential)
 - Experience of working with an accounts package (essential)
 - Excellent time management and flexibility
 - Excellent organisational abilities
 - Ability to use initiative and be a self-starter
 - Good MS Office Skills - Word and Excel email
 - Good communication skills
 - Good interpersonal skills
 - Experience of working with Xero (desirable)
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Applications

Closing date for applications is **9am on Monday 28th October 2024** Please complete the job application and equal opportunities form and email to jobs@ttoh.uk with the subject line 'FINANCE ASSISTANT'.