



FINANCE ASSISTANT - KICKSTART

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a social enterprise and charity and our audiences are diverse in age, background and outlook. This is a period of excitement for Soho Theatre, as we work towards opening a new venue in 2022 - part of a broader vision for Soho Theatre's strategic growth which encompasses its Dean Street venue and acclaimed festival programme, a fast-growing digital arm, increased UK and international touring with particular links to India and Australia.

sohotheatre.com | www.sohotheatreondemand.com | [@sohotheatre](https://www.instagram.com/sohotheatre)

JOB DESCRIPTION

Job Title:	Finance Assistant
Responsible to:	Finance Manager
Working with:	Finance Officer, Head of Finance and Administration, Admin Assistant
Purpose of Job:	To support the Finance team at Soho Theatre with the finance administration of the venue, from payroll to sales, to purchase invoices across our programme, bar, digital work and more.

DUTIES:

- Posting sales and purchase invoices or food and drink sales
- Processing payments through our banking systems
- Maintaining sales trackers
- Counting cash
- Supporting VAT returns
- Collecting invoices and timesheets from colleagues
- Processing payroll

PERSON SPECIFICATION

Experience

- Working with data
- Communicating clearly with different people
- Using a spreadsheet to organise data (desirable – we can teach you this)

Skills

- Excellent attention to detail with the ability to prioritise different tasks
- Able to take direction as well as work proactively
- A kind and confident communicator both in person and over phone/email

Qualities

- Discretion and tact
- Numerically confident
- Happy to undertake repetitive tasks on a daily/weekly/monthly basis
- Organised with good time management

Specific experience isn't necessary, we are looking for a passionate person who is able and ready to bring knowledge, skills and attitudes gained from a range of life experiences, including work, volunteering, and other individual pursuits such as family responsibilities and activities, leisure and hobbies, faith groups and broader social activities to the role.

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is a six month, part-time post with a 1 month probation period.

Salary

£10.85 per hour.

Holiday entitlement

20 days per annum, pro rata'd to the length of the contract.

Hours

This role is 25 hours per week. It is expected that some of these hours will take place in evenings and / or weekends.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff Benefits

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses
- Annual staff party

August 2021