

## Finance officer

The Finance Officer supports the day-to-day financial administration for Soho Theatre Company and its three subsidiaries. Working as part of the Finance & Admin team (Finance Manager, Finance Assistant, Facilities Manager and Admin Assistant), which is led by the Head of Finance & Admin, you'll be supporting activity across four companies and two sites. This will include regular payroll processing, sales and purchase ledger work and reconciliations. This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation with a strong digital presence.

**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 registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

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## JOB SUMMARY

<b>Closing date:</b>	<b>10am, Monday 31 January 2022</b>
<b>Interviews:</b>	w/c 31 January 2022
<b>Job Title:</b>	Finance Officer
<b>Reports to:</b>	Finance Manager
<b>Works closely with:</b>	Head of Finance & Admin, Financial Controller, Finance Assistant, Admin Assistant
<b>Location:</b>	London, W1D 3NE
<b>Salary:</b>	£25,000-28,000 per annum

### How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [here](#)). When completing your application form, please read the person specification in the job description carefully.

**We will shortlist for the position based on how you respond to the job description and the person specification.**

### Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) with **FO2022** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) to discuss alternatives.

**The deadline for submitting your application is 10am, Monday 31 January 2022.**

We plan to hold interviews w/c 31 January 2022. We will contact every candidate, whether they have been shortlisted for interview or not.

## Finance officer - JOB DESCRIPTION

- Purpose of Job:
- To support the financial administration of Soho Theatre Company and its subsidiaries on a day-to-day basis.
  - To lead on the book-keeping for Soho Theatre Bar (STB), and the production of four-weekly management accounts.
  - To complete weekly payroll processing for STC, STB and any other production payrolls as required.
  - To supervise the work of the Finance Assistant; to support the Admin Assistant with payroll processing.
  - To assist in the financial management of Soho Theatre's expansion, ensuring our administrative processes keep pace with increasing activity.

### **Responsibilities (STB):**

- Process the weekly payroll for Soho Theatre Bar using Xero Payroll (including new starters, leavers, tax codes and holiday pay)
- Maintain the sales ledger and purchase ledger on Xero, using Hubdoc and Approvalmax
- Maintain Hubdoc set up and Approvalmax authorisations matrix
- Ensure food and drink sales are posted and maintain sales spreadsheets, flagging any deviations from targets and noting the reason
- With the Bar General Manager, reconcile delivery notes, cash and catering sales
- Assist with processing payments through the online banking system and reconciling
- Update sales and turnover charts
- Manage direct debits, debtors and communicate to resolve queries/ensure timely payments
- Lead on credit card reconciliation
- Submit VAT returns and HMRC payments
- Check and pay NI, PAYE and pension contributions monthly
- Manage petty cash, regular cash counting, management of petty cash card through Soldo
- Post and reconcile inter-company transactions between STB and STC
- Maintain proper filing for all documents
- Prepare per-period management accounts
- Support the preparation and delivery of Soho Theatre Bar's audit and annual accounts
- Maintain daily cash flow forecasts
- Performance management of the bar sales (food and drink)

### **Responsibilities (STC):**

- Process weekly payroll information through QTAC Payroll for all casual and part-time staff (Audiences & Comms, Technical), and actors as required; also processing and distributing payslips
- Assist with maintaining the sales ledger and purchase ledger on MYOB
- Ensure theatre and comedy settlements are processed in a timely manner on Artifax and MYOB
- Submit gift aid claims through Spektrix and manually
- Assist with raising invoices as directed
- Check and pay NI, PAYE and pension contributions monthly

- Manage Equity pension contributions
- Lead on credit card reconciliation
- Assist with processing payments through the online banking system and reconciling
- Assist with posting banking onto the finance system, MYOB
- Support the management of petty cash, and regular cash counting
- Work with departments to ensure monthly reconciliations and coding is correct and up to date
- Maintain the job numbers register
- Maintain finance filing systems
- Maintain daily cash flow forecasts
- Journal and reconcile non-ticket income received via Spektrix monthly (restoration levy, donations, Creative Learning activity, pre-ordered drinks)
- Reconcile Box Office balance sheet accounts
- Support the Director of Touring & Digital with financial administration of Edinburgh Fringe season

**Responsibilities (STP):**

- Supervise sales ledger and purchase ledger on Xero / Hubdoc / Approvalmax
- Process inter-company recharges and reconcile transactions

**General:**

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend company meetings, weekly Finance & Admin meetings and other internal meetings as required
- Uphold Soho Theatre's Equality Policy and Health & Safety Policy at all times
- Work with the Head of Finance & Admin and the Facilities Manager to drive Soho's sustainability agenda forward
- Take responsibility to be fully aware of the theatre's activities and programme of events at all times
- General administrative tasks, including but not limited to filing, copying, post and, with colleagues, maintaining general office systems
- Prepare material and information required for meetings, events and financial reporting
- Undertake administration for specific projects, assisting in the preparation of reports and undertaking related research
- Any other duties the Finance Manager may reasonably require

This is a guide to the nature of the work required of the Finance Officer. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

## PERSON SPECIFICATION

### Qualities

- Discretion and tact, especially when handling sensitive or confidential information
- Ability to deal confidently with a diverse range of people
- Enthusiastic approach to work
- Able to take initiative and trouble-shoot as issues arise
- Keen to develop knowledge, skills and attributes relevant to the position
- Able to work under pressure and to deadlines
- A genuine interest in and passion for theatre, comedy, cabaret and the arts – whether at a community engagement level and / or on a broader national scale

### Experience

- Experience of a finance, book-keeping or administration role (or similar)
- Familiarity with accounting software (e.g. MYOB, Sage, Xero or Quickbooks)
- Awareness of the protocols around financial reporting (both internal and external) to the executive, the board of trustees, auditors, funders and meeting grant award requirements

### Skills

- Strong numerical skills, with good accuracy and attention to detail
- Familiarity with double entry bookkeeping
- Computer literate with a good knowledge of Microsoft Excel
- The ability to explain financial concepts to those with little or no financial experience
- Competent in written and verbal communication in a professional context
- Good organisational and administrative skills
- Strong time management
- Ability to multi-task, prioritise and work to deadlines
- A willingness to lead on collaborative work as well as work confidently alone
- Good telephone manner

We don't expect candidates to have used our (or any) accounting software before; training will be provided.

## **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 envisioned as a full time, permanent contract, with a 6-month probationary period. However we are open to job-share applications and part-time working proposals.

### **Salary**

£25,000 - £28,000 per annum.

### **Holiday entitlement**

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one year of continuous service.

### **Hours**

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am to 6pm Monday to Friday. You may be required to work outside of these hours on occasion; there are no overtime payments but TOIL is negotiable with your line manager. Soho is currently asking its office staff to work in the theatre building once or twice a week.

### **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 4% from the employer and 3% 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 include**

- 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

January 2022