



INFORMATION FOR APPLICANTS: FINANCE & ADMIN ASSISTANT

January 2022

Dear Applicant

Please find attached an application pack for the position of Finance and Admin Assistant at Sherman Theatre. Many thanks for your interest in this role.

The Finance and Admin Assistant's role will help ensure the smooth running of the Finance and Admin department.

Sherman Theatre is one of the UK's leading producing theatre and one of Wales' most important cultural institutions.

Based in the heart of Cardiff, Sherman Theatre creates and curates exceptional theatre for the people of Cardiff, Wales and beyond. Its focus on the development and production of new writing and on nurturing of Welsh and Wales-based artists makes the Sherman the engine room of Welsh theatre. Sherman Theatre tells local stories with global resonance through its productions rehearsed and built under its roof in the capital. The Sherman is a place for everyone. It generates opportunities for the citizens of Cardiff to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. We have used the time afforded us during the pandemic to improve our building, our systems and our infrastructure and we are now looking for new members to join the team across a number of roles.

As we begin an exciting year of work in 2022, and look ahead towards our 50th Anniversary year in 2023, engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.

We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We therefore particularly welcome applicants from diverse ethnic communities and D/deaf and disabled communities who are currently underrepresented within our team.



To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: <https://www.shermantheatre.co.uk/about-us/jobs/> and send them to us at recruitment@shermantheatre.co.uk. Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **noon on Monday 7 March 2022**. We'll confirm receipt of your application by email.

Interviews to be held on **Monday 21 March 2022**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application – and we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Executive Director
Sherman Theatre



JOB DESCRIPTION: FINANCE & ADMIN ASSISTANT

Sherman Theatre wishes to appoint a Finance & Admin Assistant to support the HR & Admin Manager to ensure the smooth running of the Finance and Admin department.

Rate of Pay:	£19,266 per annum
Term:	The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period
Hours:	39 hours per week to include some evening and weekend work. TOIL will be applicable for any hours worked over 39 per week
Holidays:	20 days per year pro-rata, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 25 days plus bank/public holidays.
Period of Notice:	1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week.)
Pension:	Sherman Theatre operates a qualifying workplace pension scheme.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Start date:	The post is available immediately.

This role is also subject to a Standard DBS check and is open to applicants aged 18 and over.

Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman Theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows. We also offer a staff discount in the Café Bar to all staff members.



JOB DESCRIPTION: FINANCE & ADMIN ASSISTANT

Main purpose of role:

The Finance & Admin Assistant will support the Finance and Admin Department through the recording and processing of financial information, data entry and general administration to ensure its smooth running.

Reports to:

HR & Admin Manager

Key relationships

Executive Director, Head of Finance and Administration, HR and Admin Manager

RESPONSIBILITIES AND DUTIES:

Finance Duties

1. Purchase and Sales Ledger

- Purchase ledger – posting of invoices, ensuring approval from budget holders and matching with purchase orders
- Reconcile supplier statements
- Produce Aged Creditor reports
- Sales ledger – generating invoices, ensuring authorisation to invoice has been approved by budget holders
- Match debtor payments

2. Payroll, Pension and Personnel

- Assist the HR & Admin Manger with the preparation and recording of monthly salaries and weekly wages
- Assist the HR & Admin Manger with the preparation of recruitment and selection, appraisal, performance management and absence processes

3. House Takings

- Count and reconcile cash and cheques to Front of House and Box Office daily reports
- Deposit cash and cheques at company bank
- In liaison with the HR & Admin Manger ensure that Front of House and Box Office floats have sufficient amounts of small change

4. Cash & Bank

- Count and reconcile cash and cheques to Front of House and Box Office daily reports
- Deposit cash and cheques at company bank
- Distribute Petty Cash and cash advances

Admin Support

5. Office & IT Systems

- Provide general operating systems mentoring and training for new members of staff (not including bespoke software e.g. ticketing and production)
- Act as main point of contact for staff for all basic IT, telephone and office equipment support
- Liaise with 3rd Party suppliers to ensure the smooth running of office and IT equipment
- Purchase office equipment and supplies
- Take monthly photocopier and franking meter readings
- Assist with annual stock takes

Welsh Language

6. Translation

- Support the HR & Admin Manager to ensure company documents are translated in line with our Language Policy

It is a duty to abide by the current Equal Opportunities Statement and other Policy statements as detailed in the Staff Handbook.

Note: You are employed as Finance & Admin Assistant. However you may be asked to perform other duties at the same grade and remuneration package and to the same total hours of work. You will be given four weeks' notice of any proposed changes in duties.

This is a new post and job description and as such may be subject to changes made by your line manager, or may be part of discussions at either your annual Appraisal, or other appropriate meetings depending on the urgency of the discussion required.

PERSON SPECIFICATION: FINANCE & ADMIN ASSISTANT

ESSENTIAL

- *A “can-do” attitude and a positive, flexible approach*
- *Excellent communication and organisational skills*
- *A solid set of IT skills with a working knowledge of Microsoft Office systems and databases*
- *Experience of computerised accounts packages*
- *Experience / understanding of budgets, bookkeeping and financial reporting*
- *Experience / understanding of HR recruitment and selection processes*
- *Flexible approach to work and the ability to shift focus quickly when priorities change*
- *Demonstrable thoroughness and attention to detail with a commitment to ensuring that all task are completed in a timely manner*
- *Understanding of the importance of confidentiality and the need to follow internal policies and procedures*
- *Able to work well as part of a team and communicate to others*



- *Strong interpersonal skills, combined with enthusiasm and energy*
- *Uses own initiative and identifies what needs to be done*

HIGHLY DESIRABLE

- *Ability to work through the medium of Welsh and English.*

DESIRABLE

- *An interest in working within a theatre*
- *A desire to develop and improve procedures and office practices*
- *First Aid Certificate*
- *Full driving license*