**BELGRADE THEATRE - JOB DESCRIPTION**



**Post:** Senior Accounts Officer (39 hours)

**Employer:** Belgrade Theatre

**Department:** Accounts

**Line Manager:** Financial Controller

**Grade:**  Officer

**Reports To:** Financial Controller

**Coventry is UK City of Culture 2021**

**The Belgrade in partnership with City of Culture**

**Is delivering a major project as part of the Citywide celebrations**

**and will play a key role in the City of Culture legacy**

**It’s an exciting time to join the team**

**OPPORTUNITY TO JOIN THE BUSY ACCOUNTS DEPT IN**

**COVENTRY’S PRIME CITY CENTRE CULTURAL VENUE**

**Vision**

Together, with the diverse communities across Coventry and the region, we aim to enrich and fundamentally change people’s lives for the better through theatre.

**Mission**

In our landmark building, across the region, the UK and online, we will use theatre to entertain, inspire, share the city’s stories, uncover hidden histories and unleash the creativity in our communities.

### *Our Organisational Brand Values: we are Ambitious, Brave and Collaborative*

For more information on the Belgrade’s work please visit:

* 2 minute video: <https://www.youtube.com/watch?v=TpfSBRgOwwI&feature=youtu.be>
* And <http://www.belgrade.co.uk/about-us/>

***The Belgrade Theatre is an Equal Opportunities Employer***

The Belgrade Theatre Trust is a registered charity (number 219163). This means that all the money given, raised or earned is not distributed as profit but kept and reinvested in the work that we do.

**Aim of post**

The primary aim of this post is to be responsible for and to take ownership of the Belgrade’s complex Box Office and Catering reporting systems. However, this post would also be expected to support the Financial Controller in a range of other accounts tasks.

This position offers an exciting opportunity for the successful candidate to progress within the Finance team to take full management accounts responsibility in the future. The successful candidate will be given full support in their on the job development by a highly experienced Financial Controller.

For the right person study support towards professional qualification e.g. AAT will be considered.

**Primary Responsibilities:**

Operational

* Supporting the Financial Controller in the preparation of show settlements
* Preparation and reconciliation of Accruals and Prepayments
* Daily banking of Box Office, Catering, Front of House and Sundry income
* Preparing the Box Office, Catering and Front of House banking spreadsheet on a daily basis and inputting weekly to the nominal ledger
* Bank and PayPal reconciliations
* Updating cash flow reports with actual transactions
* Preparation of Box Office sales graphs
* Reconciling and correcting Intercompany N/L accounts
* Reconciling West End Tokens redeemed to bank income
* Reconciling key Box Office and Catering control accounts
* Preparation of Gift Aid claims
* Raising sales invoices on the Access accounts system
* Raising Box Office refunds
* Preparation of credit control reports for the Management Team
* Reconciling and inputting Catering and other inter-departmental recharges
* Issuing, processing and reconciling petty cash payments
* Placing change orders and issuing change to operational departments
* Carrying out regular till, float and stock checks

**Other Responsibilities:**

Operational – To help provide support for other accounts duties (mainly during periods of holidays and other absence). These duties may include the following:

* Covering the Accounts Officers day to day Purchase Ledger responsibilities
* Actively and positively represent the Accounts team in interdepartmental groups as and when required

**General duties:**

* Embrace the Belgrade Brand Values
* Undertake any other duties that are consistent with the function of the job
* Working within the Theatre’s policies specifically including Health and Safety, Environmental and equalities policies

**Person Specification:**

**Essential:**

* To be based at the Theatre
* Willingness to embrace the Belgrade Brand Values
* Enjoys working with numbers and is capable of grasping accounting concepts
* Demonstrable ability to work in any organised manner, under pressure and to achieve deadlines consistently
* Excellent team worker
* Accuracy and attention to detail, numerate and literate
* Flexibility and willingness to embrace change
* Ability to take responsibility & ownership for their tasks
* Proficiency in the use of Word, Outlook and Excel. Computer Literate: the Theatre’s accounting and payroll system is Access Financials and Access Payroll and this post requires the post holder to become proficient in their use.
* Willingness to embrace the Belgrade Brand Values to be the people who know and care. The Belgrade’s character is AMBITIOUS: we have energy and drive to deliver excellence across all our work; BRAVE: we celebrate and encourage creativity and innovation in everyone; COLLABORATIVE: we work inclusively to achieve our goals.

**Desirable:**

* Interest in working in the Arts
* Willingness to train for professional qualifications e.g. AAT, CIMA

**Terms and Conditions:**

* This is a permanent post, working 39 hours per week excluding lunch (which may be 30 minutes or an hour to be agreed) worked over five days. Working times to be agreed
* To start as soon as possible
* There is a probation period of three months during which time the notice period is two weeks; on confirmation of appointment the notice period is two months
* The salary on completion of probation will be up to £30,000 per annum gross dependent on experience, starting salary to be agreed. Paid as a salary, monthly in arrears
* In busy periods overtime of up to 4 hours per week may be required at the request of the Financial Controller. These additional hours will be paid at single time.
* Since April 2014 the Belgrade has run pension auto-enrolment and is currently making 3% employer contributions. The Theatre’s appointed pension provider is NEST. Further details are available
* Since April 2014 the Belgrade has run pension auto-enrolment and is currently making 3% employer contributions. The Theatre’s appointed pension provider is NEST. Further details are available
* Holiday – 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays). Pro Rata for part time working. Taking leave/days off must be co-ordinated with the other departmental staff to ensure the Theatre has appropriate cover. Any exclusions eg box office/ops/ushers/stage crew not taking holiday over Christmas Period.
* Overtime information goes here (ie as per UK Theatre/BECTU Agreement; or no paid overtime but TOIL is given for weekend/public holiday working if agreed in advance with Line Manager)
* The Belgrade operates a House Agreement based on the UK Theatre/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Hand Book outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.
* Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre’s Café Bar and Bars
* The Belgrade is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Due to the job tasks of this post it will require Standard or Enhanced Disclosure & Barring Service (formally CRB) check
* The post holder is expected to live within 25 miles of the Theatre. Relocation allowance based on BECTU is payable for those eligible (currently c £1500)
* The Theatre’s offices are Covid safe and set up with all facilities that the job requires. If home working is agreed this is at the staff member’s cost, there is no allowance payable.
* On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
* The candidate’s contract of employment with the Belgrade Theatre does not come into force until the first day of work
* The Theatre’s Anti Covid Strategy and for Health & Safety reasons (for the Belgrade staff and its customers), staff are required to have both all Covid vaccinations offered unless there is a medical or religious reason not to

**APPLICATION SCHEDULE**

**Application Information:**

Please provide a current CV and return it by email:

To: [sam@hansonlawrie.co.uk](mailto:sam@hansonlawrie.co.uk)

**Subject: Belgrade Theatre** **Senior Accounts Officer application**