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**Recruitment Pack: Finance Officer**

Dear candidate

Thank you for your interest in the Finance Officer position.

As a result of several retirements within the Finance and Operations Department, a review of the department's work was undertaken and three new positions were created – Finance and Operations Manager, Finance Officer, and Operations Officer.

The Covid-19 pandemic meant we had to transform the way the company operated to facilitate remote working. We are now relatively paperless and have changed our Finance and IT systems to facilitate remote working, but these systems continue to be refined.

The company's work has evolved extensively in recent years and there is an increasing emphasis on the accessibility and inclusion of our work, on reducing the impact of our activity on the environment and increasing awareness of the climate crisis, and on looking after the wellbeing of our employees and artists. It is important that everyone who works for the company sees the importance of all these aspects of our work and shares the company's values.

We're looking for an individual with experience in finance and in using accounting software. Ideally, the successful candidate would have a finance qualification, such as AAT, but this is not essential if they have relevant experience. We would be happy to support the successful candidate to gain a relevant funding qualification.

The Finance Officer will work closely with the Finance and Operations Manager to ensure that the company's finance processes and procedures are appropriate and effectively implemented. The Finance Officer will also support staff members across the company to monitor and manage budgets.

More information about the job and the company can be found in this pack. If there is anything you would like to discuss further, or if you feel any barriers are preventing you from applying, please contact us to discuss how we can overcome them.

Angharad Jones Leefe

Executive Director

**THE COMPANY**

Creating Welsh-language theatre as a place of connection for the well-known and the unexpected, for Welshness and the world, for the big conversations and the joyful moments.

Theatr Genedlaethol Cymru creates and presents theatre productions that aim to entertain, excite, and captivate our audiences and fuel their imaginations. We are also providing development opportunities that will nurture and inspire the next generation of Welsh theatre artists and provide creative opportunities for people across Wales to experience the transformative impact of the arts.

Founded in 2003, the company is one of the eight organisations designated as 'national companies' by the Arts Council of Wales. As a national company, we are expected to demonstrate leadership within the sector, nurture and develop talent, maximise partnership and collaboration opportunities, develop and increase international relations, and reach the widest possible audiences.

The company will celebrate its 20th anniversary in 2023 and has been settled in Carmarthen since 2008. A new Artistic Director – Steffan Donnelly – has been appointed in 2022, and he and Executive Director Angharad Jones Leefe are joint Chief Executives.

The company has 15 core employees on average, but the number varies slightly depending on fixed-term contracts. Creating a positive and productive work environment is especially important to us as a company, and we provide support to our staff so they feel they can carry out their work to the best of their ability. We offer a range of flexible working options, including a flexitime, part-time working and working from home. The wellbeing of our staff is vital to us, and so a range of internal measures have been introduced to protect staff and try to strike a healthy work-life balance.

Creating and staging theatre productions is the main bulk of the company's work, and an annual programme usually consists of around 4 productions, two of which tour nationally. Productions vary but are usually mid- or small-scale. Venues we visit regularly include Sherman Theatre in Cardiff, Ffwrnes in Llanelli, Mwldan in Cardigan, Aberystwyth Arts Centre, Theatr Clwyd in Mold, Galeri Caernarfon, and Pontio in Bangor. The company occasionally stages site-specific productions, and in the past venues have included Caerphilly Castle, Tomen y Mur and Carmarthenshire Museum in Abergwili. We also present work every year at the National Eisteddfod.

In addition to productions, the company has a programme of activities which includes artistic research and development projects, and participation activities, ranging from drama clubs for children, to health and wellbeing projects. These activities often include some involvement from the Production Department too.

Freelancers are a vital part of the ecology of our sector and therefore building and maintaining effective and supportive relationships with freelancers is vital to our success as a company. We also work with a range of other companies and organisations to deliver our work. These include other production companies; venues; Mentrau Iaith (Welsh-language initiatives); Urdd Gobaith Cymru; Literature Wales; S4C; the National Centre for Learning Welsh; the National Eisteddfod; WJEC; schools and universities; health boards and local authorities; and more.

The company has a clear focus on increasing the inclusion of our activities, and this permeates through all the company's work – from ensuring an accessible experience for diverse audiences to offering job and participation opportunities that appeal to a diverse range of people, ensuring they are promoted in transparent and open ways.

**Job details**

**Title:** Finance Officer

**Salary:** £27,177

**Period:** Permanent

**Hours:** Full time (37.5 hours per week)

**Reports to the:** Finance and Operations Manager

**Location:** The company's headquarters are in Carmarthen, but we offer a range of flexible working arrangements, including a hybrid working arrangement which involves a combination of working in the office and working from home. The exact arrangement would be discussed and agreed with the successful candidate.

**Entitlement to Annual Leave:** 25 days + bank holidays + 2 days company holidays at Christmas

**Areas of responsibility:**

* Bookkeeping and Accounts
* Payroll
* VAT
* Monitoring budgets and grants

Further information on the tasks and responsibilities relating to the headings noted above can be found on the Duties page.

**Language**

Welsh is the internal administration language of the company, so the person in this role is required to be able to communicate effectively in Welsh both verbally and in writing. However, we recognise that that is often a matter of practice and so we would be happy to support people who have lost confidence in their Welsh by providing opportunities to attend language refresher training.

**Tasks and Responsibilities**

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| --- |
| **Bookkeeping and Accounts** |
| * Process purchase invoices using the company's systems (Zahara and Xero), ensuring that there are purchase orders for any cost * Prepare invoices to customers for any income due, to be authorised by the Finance and Operations Manager * Process staff expense claims, to be paid on a monthly basis, ensuring eligibility, in accordance with the company's expenses policy * Set up payments on the online banking system on a weekly basis, to be authorised by the Finance and Operations Manager. * Monitor and manage any petty cash distributed * Reconciliation of the Financial Management System with the company bank accounts and credit cards * Monitor debtors and creditors and discuss any aged debtors with the Finance and Operations Manager. * Monitor and report on restricted funds e.g. grants * Prepare and input financial system adjustments (Xero) including accruals and prepayments |
| **Payroll** |
| * Process payroll using Bright Pay software, ensuring that salaries are processed promptly and accurately, and that each individual's Pay-As-Earn information paid through payroll is reported to CaThEM and appropriate contributions are made. * Report pension contributions and reconcile payments with the appropriate pension providers |
| **THAT** |
| * Submit VAT claims to HMRC on time, quarterly. * Maintain a practical awareness of VAT rules and procedures |
| **Monitoring budgets and grants** |
| * Support the Finance and Operations Manager in preparing quarterly management accounts * Provide monthly spending reports to the company's budget managers. * Respond to any requests or queries from staff members relating to budget management * Prepare and submit grant claims, ensuring the evidence meets the funders' requirements |
| **General** |
| * Administer any systems put in place to collect sponsorship e.g. online gift collection facility, Gift Aid (Gift Aid) etc * Ensure compliance with data protection regulations * Take reasonable care for your own health and safety, and the health and safety of others who may be affected by your actions or inactions, and comply with all health and safety legislation as appropriate. * Any other reasonable tasks, at the request of the Finance and Operations Manager and the Executive Director |

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Agreeable** |
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| **Qualifications and Training** | | |
| Professional qualification in Finance (AAT Level 2, or equivalent), or relevant experience and willingness to work towards a qualification | ü |  |
| **Experience** | | |
| Experience of administering accounts and implementing finance processes and procedures | ü |  |
| Experience using accounting software packages (Xero or similar) | ü |  |
| Experience of running payroll | ü |  |
| Experience of financial accounting and VAT | ü |  |
| Experience of dealing with confidential and sensitive data | ü |  |
| Experience of producing financial reports | ü |  |
| **Knowledge** | | |
| Awareness of the Statement of Recommended Practice (SORP) for charities |  | ü |
| Knowledge of financial legislation and regulations | ü |  |
| **Skills** | | |
| Excellent verbal and written bilingual (Welsh/English) communication skills | ü |  |
| Excellent IT skills, particularly in Microsoft Office (Outlook, Teams, SharePoint, Word, Excel) | ü |  |
| Good numeracy skills and comfortable in interpreting, managing and analysing financial data | ü |  |
| Ability to input data accurately and keep data in compliance with applicable data protection laws | ü |  |
| A solution-oriented attitude, and the confidence to challenge practice, where necessary. | ü |  |
| Ability to perform multiple tasks simultaneously and prioritise your workload | ü |  |
| Being able to be proactive and drive things forward effectively, independently and as part of a team | ü |  |
| Able to maintain quality and consistency and dedicated to working to firm deadlines and able to manage time effectively | ü |  |

**To apply:**

* Complete the application form

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* Submit a short video of yourself, answering the questions set out on the application form.

Don't worry about the recording quality or camera skills. Our interest is in what you have to say. If you have any questions about the job, need any assistance submitting an application, or would like a different format, please contact us directly by emailing [angharad.leefe@theatr.com](mailto:angharad.leefe@theatr.com) or calling 07903 842554.

Theatr Genedlaethol Cymru uses the social model of disability, recognising that some people experience disabling barriers. We will interview any disabled candidate who meets the job criteria, and we are committed to supporting any entry requirements in interview, or thereafter if the candidate is appointed.

All applicants must complete an Equal Opportunity Monitoring Form.

**Access/Support**

All information technology equipment required for the job will be provided by Theatr Genedlaethol Cymru.

Our Carmarthen office is fully accessible for wheelchair access.

Theatr Genedlaethol Cymru can support the person in this role with an Access to Work application to ensure support based on your needs. This could include a grant to help pay for the costs of practical support in the workplace or at home, support to travel to and from work, support worker services and/or mental health support. For more information, visit <https://www.gov.uk/access-to-work>

Theatr Genedlaethol Cymru is open to discussing any additional support/resources you may need during the application process, or after recruitment to the position, to enable you to do your best work. This will not affect how qualified you are for the job or the strength of your application. For an informal chat for additional support, please contact Angharad Leefe by emailing [angharad.leefe@theatr.com](mailto:angharad.leefe@theatr.com) or calling 07903 842554.