



JOB DESCRIPTION

Finance Officer (27.5 hours per week)

Responsible to: Chief Executive's Office

Line manager: Office Manager

Job purpose: Focussing on key tasks and responsibilities, make a pro-active contribution to the day to day management of the financial needs of South Hill Park whilst keeping abreast of the department's overall aims, duties and procedures to ensure an efficient operation.

SOUTH HILL PARK ARTS CENTRE AND THEATRE

Located in a beautiful eighteenth century Mansion house and grounds, South Hill Park is a unique and highly regarded arts centre and theatre, providing a rich mix of arts performances and activities. The venue is also the new official home for Bracknell Forest wedding ceremonies and offers a variety of opportunities for corporate or private events and hospitality such as wedding receptions, parties and conferencing. South Hill Park works in partnership with contract caterer Peas & Carrots Ltd to provide a quality in-house service. In 2019, the Mansion opened its newest function room, the Coach House a purpose built events space for all occasions.

A producing and presenting venue: music, theatre, comedy and dance, South Hill Park attracts leading professional producers, artists and local groups to form an annual performing arts programme augmented by our hugely popular in-house community productions. From life drawing classes to dance master classes, there is also an extensive range of workshops in almost everything artistic. The venue boasts two theatres, music and comedy cellar, recital room, craft workshops, three visual arts exhibition spaces and a cinema.

In the summer the grounds and buildings are taken over by a number of festivals and outdoor events – an opportunity to enjoy popular music, Shakespeare, and children's theatre in a beautifully restored, award-winning English garden. South Hill Park produces its own Christmas pantomime and large-scale in-house Easter, October and February productions.

South Hill Park is run by an independent trust registered as a charity and is part-funded by Bracknell Forest Borough Council and Bracknell Town Council, with project support from Arts Council England and a number of trusts and foundations.

South Hill Park is a creative and vibrant place to visit and work. The staff, Board of Trustees and visitors are fiercely proud of the work and activity that takes place in the Arts Centre and passionate about the role it plays within our community – **together we inspire and enrich lives.**

JOB DESCRIPTION – GENERAL

The Chief Executive's office consists of: Chief Executive; Office Manager; Senior Finance Officer; two Finance Officers and Administration Assistant. The finance team is responsible for the secure and productive movement of money through the organisation and the day to day operation, accuracy and integrity of the financial accounts and accounting systems. The Finance Officer is primarily responsible for: purchase invoices; BACS payments; cash management and visiting production settlement agreements.

JOB DESCRIPTION – SPECIFIC

The Finance Officer will:

- Manage the purchase ledger and related transactions ensuring suppliers' invoices are processed on a timely basis;
- Manage and process BACS production in line with company policy and procedure;
- Process all visiting company production settlements (excluding hires) to include contra invoices;
- Reconcile film sales and invoices;
- Manage the film and production PRS (music royalties) financial process;
- Check and process all expense claims;
- Petty cash management;
- Process the intercompany account between South Hill Park Trust and Haversham Trading Company (a subsidiary of the Trust);
- Manage customer and colleague queries;
- Assist with the annual audit and preparation of the accounts;
- Provide appropriate levels of cover for the Senior Finance Officer and other Finance Officer as required.

General

- On occasion, represent South Hill Park as an ambassador for the organisation at press nights, performances, meetings and events;
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours;
- Undertake any other duties as may be reasonably requested by the Office Manager;
- Follow and adhere to all health and safety procedures and policy.

Relationships

Maintain good professional relationships with:

- Staff, tutors, volunteers and members of the Board of South Hill Park;
- Bracknell Forest Borough registrars and the caterers who operate within the Mansion
- The officers and members of Bracknell Forest Borough Council, Bracknell Town Council and Parish Councils;
- Relevant arts organisations, associations and professional bodies;
- All other individuals and organisations with whom South Hill Park seeks to work.

PERSON SPECIFICATION

	Essential	Desirable
Education	<ul style="list-style-type: none"> • A' Level or FE equivalent; • At least three years finance experience. 	<ul style="list-style-type: none"> • AAT-level qualification
Skills & Knowledge	<ul style="list-style-type: none"> • Proven track record as a successful finance professional with demonstrable experience of invoicing, cash management and BACS payments; • Computer literate (Microsoft Office: word, excel, outlook) and Access Dimensions (or similar); • Excellent attention to detail. 	<ul style="list-style-type: none"> • Experience of providing financial advice to colleagues; • Knowledge of Access Dimensions; • Working knowledge of box office systems; • Knowledge of theatre budgets and operations.
Personal Qualities	<ul style="list-style-type: none"> • Proactive, professional, diplomatic and enthusiastic approach; • Results driven; • Accuracy and attention to detail; • Team player – works well with others; • Calm under pressure; • Well organised and good administration skills; • A good communicator; • Willingness to 'muck in'. 	<ul style="list-style-type: none"> • Interest in the visual and performing arts; • A clean driving licence and own car.

CONDITIONS OF EMPLOYMENT

Salary: £17,285 per annum (full-time equivalent, £22,000, based on 35hrs per wk)

Normal hours: 27.5 hours per week plus unpaid lunch breaks. Some additional hours may be required for which time off in lieu will be given.

Holiday: 29 days paid annual leave (including public and Bank Holidays) – pro rata.

Pension: Enrolment into South Hill Park's workplace pension scheme.

This post carries a probationary period of 13 weeks, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period is increased to two months.

EQUAL OPPORTUNITIES

South Hill Park aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

TO APPLY:

Please complete the application and equal opportunity forms and submit by **12 noon on Friday 20 September 2019**.

Interviews will be held w/c 23 September 2019.

Send completed applications to: Faye Tims, Administrator
South Hill Park, Ringmead, Bracknell, RG12 7PA

Or email: faye.tims@southhillpark.org.uk