

Recruit

Job Title: Administration and Finance Manager/ PA to the Chief Executive

Reporting to: Head of Finance & Administration

Salary: £27,053

Duration: Full Time | Permanent

Hours: Minimum of 39 hours a week

Holiday entitlement: 20 days + Bank Holidays

Period of notice: 8 weeks

Timeline:

Application deadline: 9am Tuesday 28 June

First round interviews: Friday 1 July

Second round interviews: Wednesday 6 July

Start date: asap after appointment

Fill in our application form at www.queens-theatre.co.uk/qrecruit

For assistance please email recruitment@queens-theatre.co.uk

Applications by CV will not be considered

Purpose of the Role

The finance team consists of the Head of Finance and Administration, Administration & Finance Manager/PA to the Chief Executive and Finance Officer. The Administration and Finance Manager/PA to the Chief Executive supports the Head of Finance & Administration in maintaining and updating the financial and accounting records of the company and the charity. Overseeing the day to day tasks of the finance department, undertaking a range of important governance and human resources functions, providing extensive diary management and supporting the Chief Executive in a range of ways.



Main Duties

Accounts

To work alongside the Finance Officer, as required

- To receive, check and prepare for banking all receipts (cheques and credit cards)
- To record and control credit card transactions and reimbursement, querying and resolving any discrepancies.
- To enter and analyse all receipts.
- To post to and balance the General Ledger, reconciling various accounts monthly.
- To receive invoices for payment, marrying up with delivery notes and purchase orders, checking and passing to appropriate Managers for payment authorisation; to analyse, record and arrange payment.
- To maintain the General Payments records and reconcile bank statements.
- On request, to create budgeting sheets, administration for systems and to generate regular reports.

Payroll

To work alongside the Finance Officer, as required.

- To assist the Head of Finance & Administration with the payroll, to analyse and post wages journals.
- To provide cover in the case of annual leave and sick leave so far as reasonably possible.

Governance

- Providing day to day governance management, relating to the range of Board and Committee meetings, papers, communications, dashboard reporting and developments now in practice.
- Enabling important external partner and stakeholder relationships and projects, and undertaking special developmental research or sometimes drafting documentation/ providing information to such partners on behalf of the Chief Executive.

Human Resources

- Providing workforce development management.
- Overseeing recruitment.
- Extensive monitoring.
- Supporting the work of the mental health team.

PA

- Enabling and looking ahead towards the day to day running and monitoring of QTH's wide ranging operations, including scheduling of activities and organisational reporting, with less requirement for the involvement of the Chief Executive in some routine matters.
- PA to the Chief Executive, including the sensitive handling of confidential information.
- Diary management, organising meetings both internally and externally.
- Organising travel arrangements for the Chief Executive when necessary.

General

- To undertake training as required.
- To be aware of, and to adhere to and uphold, the Theatre's policy on Equality of Opportunity.
- To undertake any other duties as may reasonably be requested by the Head of Finance and Administration and the Senior Management Team.

Person Specification

Essential:

3 years minimum experience of day to day financial processing.

Excellent numeracy.

Strong IT skills including Microsoft packages and Sharepoint.

Experience in diary management, travel arrangements and meeting preparation.

Significant skills and experience of supporting senior level staff.

The ability to prioritise and manage own and others workloads, and to take the initiative.

Ability to work to tight deadlines and under pressure.

Positive and flexible approach to problem solving and attention to detail, demonstrating a can do attitude.

Excellent written and verbal communication skills.

Appropriate level of data protection, security awareness and confidentiality awareness.

Desirable:

AAT qualified or part qualified.

Experience with SAGE 200.

Experience with SAGE 50 Payroll.

Previous experience of supporting at Chief Executive/Director level.

Experience of setting up systems and procedures