

# **LANDMARK THEATRES LTD**

**Landmark Theatres**

**Job description**

**Finance Assistant**

## Finance Assistant

### Job description

<b>Job Title:</b>	Finance Assistant
<b>Responsible to:</b>	Finance Manager
<b>Place of Work:</b>	Flexible
<b>Hours of Work:</b>	40 hours a week, including some evening and weekends
<b>Salary:</b>	Competitive
<b>Contract:</b>	Permanent Contract
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	3 month with 3 months months' notice
<b>Start Date:</b>	As soon as possible

#### **About Landmark Theatres:**

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. This funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in Northern Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to [Allison.jones@selladoorvenues.com](mailto:Allison.jones@selladoorvenues.com)

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

### Key Responsibilities

**Post / Check POs** to ensure these are coded correctly, within budget, showing proper description and date of service

**Post invoices** and compare with the relevant POs and suppliers' statements. Accrue cost for missing invoices

Make **Payments**

Ensure revenue and cost are **recorded** completely and correctly

**General financial management** - e.g. Analysis, bank & petty cash reconciliation, support payroll, closing month-end, accruals and prepayments.

**Calculate holiday pay** and verify the data (e.g. hours and rates)

Ensure **stock and fixed assets register** are up-to-date

**Retrieval of invoices** (e.g. utilities) from relevant portals

**Liaise with the box office** regarding BACS receipts, and confirmation of group payments received.

Other **ad hoc** tasks, as required

### **Person Specification:**

Part qualified or qualified by experience **accountant**.

Similar experience from **theatre / arts / live entertainment / hospitality** would be a huge benefit

Highly motivated and ambitious candidate with the ability to get involved in **overall** business process and **wider** stakeholder management

A solid team-player with attention to detail, commercial sense and ability to excel **beyond comfort zones** while resolving ambiguous problems and coming up with **creative solutions**

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