**Job Title:** Finance Assistant **Responsible to:** Finance Manager  
**Place of Work:** Flexible- Offices in Peterborough and North Devon, Hybrid working available.

**Hours of Work:** 20 hours a week, Monday - Friday

**Salary:** £12,200- £13,200 per annum, depending on experience  
**Contract:** Temporary Contract  
**Pension:** Company Pension Scheme available  
**Probation:** 3 month with 3 months’ notice

**About Landmark Theatres**

Landmark Theatres is a portfolio of regional venues in North Devon and Peterborough receiving a wide variety of arts and cultural opportunities for local communities. This includes major touring productions, high-profile live music acts, big-name stand-up comedy, dance, superb theatre and new writing. We also produce high-quality Musicals, Drama and Family productions including our annual family Pantomime in Peterborough.

Our venues consist of: Queen Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough (112 & 360 seats). We are the largest new theatre entrant to Arts Council England's National Portfolio (23-26) and are working with a number of high-quality partners such as Birmingham Royal Ballet, The National Theatre and Paines Plough.

We receive an annual grant of £1 million a year for the current three-year funding cycle from 2023-24 to 2025-26 to 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 funding is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally. We are now building a new producing theatre organisation outside London – for the first time in a generation.

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 ACE have broadened the companies’ ambitions against their Let’s Create Strategy.

We pride ourselves on an in-depth understanding of the locations in which we operate. Working in areas of lower cultural engagement across the UK. We are respectful and responsive to local priorities, deliver innovation and work in partnership to empower our communities. We deliver a breadth of creative activities and ways in which our communities can engage whether that be as an audience member, participant, decision maker or through developing talent.

Landmark Theatres is a value-led organisation: innovate, include, collaborate, empower, sustain. We are committed to being diverse and inclusive and to making our workforce representative of different backgrounds and experiences of the communities we serve.

**Overall purpose of the job**

The Finance assistant role is to support the Finance manager in the production of timely and accurate financial information to support the monthly management accounts process and year end process. There are 2 active companies in the group – the charity Landmark Theatres Ltd and the trading subsidiary Landmark F&B Ltd.

Responsibilities

* Contribute towards the timely operation and upkeep of the Accounts IQ (AIQ) system and Finance Sharepoint folders, including daily input of Bank Transactions.
* Follow the charity’s Financial Policy & Procedures for all finance processes and controls.
* Process purchase orders, and invoices on AIQ, ensuring that transactions are posted in the correct company.
* Post Bank transactions from the Bank imports and complete bank reconciliations.
* Reconcile all supplier statements received, to ensure our records are complete and we pay suppliers on time.
* Resolve any queries with supplier invoices.
* Assist with annual stock takes and cash counts.
* Assist with reconciliation of bank accounts and petty cash
* Deal with day-to-day finance enquiries from members of staff, customers or suppliers.
* Monitor incoming mail to accounts inbox and forward any matter that needs the attention of the finance manager or another department.
* Download and input utilities invoices.
* Reconcile Direct debit payments, to the appropriate invoices.
* Ad hoc duties to support the Finance Manager.

**Person Specification:**

* Similar experience from theatre / arts / live entertainment / hospitality would be a huge benefit
* Highly motivated and ambitious candidate with the ability to communicate independently and directly with the wider team, frequently remotely due to the location of our venues
* A solid team-player with attention to detail, and ability to question the data presented to ensure accurate records. Must be able to work on their own initiative and be able to meet deadlines.
* Qualified or working towards a qualification in accountancy – AAT, CIMA, ACCA is desirable, but not essential.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

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 like and all class backgrounds. We welcome applications from people who are under-represented in our organisation and/or arts organisations in general.

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, and reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). The successful candidate must be willing to undergo an enhanced Disclosure and Barring Service check (at Landmark’s expense) if a job offer is made subject to this being obtained.

**To apply for this role please complete the application form and equal opportunities monitoring form found on our website https://keytheatre-peterborough.com/about-us/careers/ and return to** [**jobs@landmarktheatres.co.uk**](mailto:jobs@landmarktheatres.co.uk) **with Finance Assistant in the subject line. The closing date for applications is midnight on 30th December 2024. Interviews will take place on 14th & 15th January 2025.**