



Finance Officer – Application Pack

Thank you for your interest in Pilot Theatre and in our Finance Officer role. Please find following information about the company, the role, the application process and an equal opportunities monitoring form. If you have any questions, please email us on sarah@pilot-theatre.com.

What we do

Pilot is a theatre company based in York making productions that tour nationally and internationally. Our innovative productions are primarily aimed at young adults and first-time theatre attenders, but our gripping mid and large-scale work attracts many different audiences.

In addition to our touring to established venues we make some work that is performed in non theatre spaces where we aim to develop a relationship with our audience that is playful, interactive and participatory. We also livestream projects that bring the work of other innovative and diverse companies to a wider, often global, audience. Our work platforms some of the most contemporarily relevant authors and artists, who tell stories that are relevant to our lives in the twenty first century. Our goal is the creation of a cultural space where the under 30s, and especially teenagers, can encounter, express and interrogate the big ideas that are shaping the world around them right now.

At present we are a national portfolio company for the Arts Council. A small team of staff support the Joint Chief Executive, which is Pilot's Artistic Director Esther Richardson and Executive Producer Mandy Smith, to deliver the company's plans. Working with the staff team to make sure that Pilot achieves its planned objectives is our dedicated Board of Trustees. Including the Joint Chief Executives, the Board consists of fourteen active and committed members, each of whom brings their skills and experience to the role. Pilot is both a Company Limited by Guarantee and a registered educational Charity.

The Role:

Start Date: August/September 2021

Hours: This is a part time, permanent post, 2 days per week. Currently from 10am - 6pm, Monday and Wednesday but other flexible working hours and patterns are possible.

Employment Status: Employee

The Pilot Theatre staff team are currently working remotely from our homes.

Application process

Please send an up to date CV with a covering letter detailing your experience and suitability for the post with reference to the Job Description and Person Specification. These should be emailed along with a completed Equal Opportunities Monitoring Form to the Company Administrator sarah@pilot-theatre.com by **10 am on Monday 2nd August 2021**. Interviews will be held by video conference between 4th -10th August 2021.

Link to Application Pack on the Pilot Theatre Website

<https://www.pilot-theatre.com/opportunities>

Job Description and Person Specification

Post:	Finance Officer (part time)
Responsible to:	Finance Director, Executive Producer
Key relationships:	Company Administrator
Hours of work:	2 days per week from. Currently from 10am - 6pm Monday and Wednesday but other flexible working hours and patterns are possible.
Salary:	£22,000 - £24,000 pro rata depending on experience

Key Objective

To run the Company's day to day financial activities.

Job Description

The Finance Officer's key duties are:

Purchase ledger

- Receive all purchase invoices
- Ensure all purchase invoices are authorised by the appropriate person
- Code and enter purchase invoices onto Xero
- Manage credit card statements by ensuring all receipts/invoices are authorised by the appropriate person, coding and posting onto Xero
- Manage expense claims by processing approved claims, coding and posting onto Xero
- Ensure payment run is authorised by the Executive Producer or the Company Administrator as appropriate
- Submit payment runs by BACS and bank transfer
- Allocate payments and direct debits on Xero
- Reconcile supplier statements, investigating and resolving any differences
- Monitor aged creditors

Sales Ledger

- Generate sales invoices and credit notes in Xero
- Maintain the sales ledger, matching invoices and receipts and adjusting for sales ledger and purchase ledger contras
- Allocate receipts and credit notes on Xero
- Monitor aged debtors and chase outstanding debts

Banking

- Enter bank account transactions onto Xero from bank statement downloads
- Perform bank reconciliations, investigating and resolving any differences
- Manage petty cash in conjunction with Pilot's Company Administrator
- Count petty cash and reconcile to Xero at regular intervals and at the year end

Payroll

- Prepare monthly payroll for core staff team
- Prepare weekly payroll as needed for touring teams
- Maintain the payrolls for starters, leavers and changes to payroll standing data
- Maintain payroll and pension record for starters, leavers and pension opt-outs
- Calculate holiday pay for touring teams
- Run pension auto-enrolment procedures
- Ensure payroll is authorised by the Executive Producer or the Company Administrator as appropriate
- Submit payroll by BACS
- Prepare HMRC Payment Submissions (FPS) for monthly payroll only
- Email payslips to employees and actors' agents in timely manner
- Issue P45's for leavers in a timely manner
- Run weekly and monthly payroll reports
- Upload payroll data via the Nominal link in Sage in the week/month of processing
- Process monthly PAYE/NIC payments to HMRC
- Make monthly payments to any external benefit and pension providers, and any other deductions to the relevant body
- Reconcile payroll nominal ledger accounts, investigating and resolving any differences
- Run the payroll year end and issue P60's
- Answer any payroll queries, working with the Company Administrator

Other

- File all accounting documents
- Reconcile control accounts in Xero, investigating and resolving any differences
- Run reports on Xero as required
- Produce financial information as required
- Producing any other routine or ad hoc reports for management meetings, boards and finance committees as may be requested by Finance Director or Executive Producer
- Undertake other administrative duties as may be reasonably required

General

- Follow guidelines, procedures and policies provided by the company in relation to financial management
- Be familiar with the Company's policy, structure and work
- Be aware of Health and Safety issues and to follow Pilot Equal Opportunities and other Policies at all times in their work.
- Undertake other administrative duties as may be reasonably required.
- Operate in accordance with the Company's employment, health & safety, diversity, safeguarding and other practices, policies and procedures

Person Specification

Essential Criteria

- Minimum 5 years' experience in an accounting role
- Experience of all aspects of purchase ledger, sales ledger, bank and cash, payroll
- Ability to manage a wide variety of tasks and changing priorities
- Ability to work well under pressure and to tight deadlines
- Excellent time management and organisational skills
- Good knowledge/experience of computerised accounts -
- Good knowledge of Excel and Word
- Ability to work unsupervised
- Ability to work in a team
- Commitment to Equal Opportunities practices

Desirable Criteria

- Experience/knowledge of Xero Accounts
- Knowledge of payroll in a theatre environment
- Experience/knowledge of Sage 50 Payroll (past payroll run on Sage)
- Knowledge of VAT in a theatre environment
- Interest in creative industries

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.