



**Stephen
Joseph
Theatre**

WELCOME TO THE STEPHEN JOSEPH THEATRE

Thank you for being interested in applying for the job of Finance Assistant at the Stephen Joseph Theatre. We hope that the information we've included in this pack explains everything you need to know, but if anything isn't clear or if you'd like to chat to someone about it before deciding whether or not to make an application, please drop our Head of Finance, Darren Rounding, an email: darren.rounding@sjt.uk.com and he'll set up some time with you.

The Finance Assistant role is part of a two-person department, managing all the theatre's finances and payroll. It's a busy department so we're looking for someone who is very organized and has great attention to detail; we also need someone who is comfortable handling confidential information. You'll have some experience in a similar role – maybe working as a bookkeeper or in a payroll department – but we will provide full training in all the theatre specific contracts and packages. It's a part-time role (20 hours per week) and we are happy to take a flexible approach as to when those hours are worked so this is a job that can be fitted around other commitments you might have. You will be based at the theatre.

Details about how to apply for the job are on the last page of this pack but, again, if you're not quite sure what kind of information we might need you to send us or how to set things out, just get in touch with Darren Rounding. There are some terms in the job description that you might not be familiar with but please don't worry – some of that will just be theatre terminology and we can explain anything you don't understand.

We look forward to hearing from you.

Caroline Routh & Paul Robinson

Joint Chief Executives

INTRODUCTION TO THE STEPHEN JOSEPH THEATRE

OUR VISION

This is yours

OUR MISSION

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

OUR PROGRAMME

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, and offers a year-round programme of high-quality theatre and film. SJT also provides a wide-range of participatory activity, through which we work across the borough and with all ages and communities, including: a youth theatre for anyone aged from 5 – 25; schools' workshops; community choirs and activities for those with dementia.

This year's programme includes a new adaptation of ***Northanger Abbey*** co-produced with The Orange Tree Theatre in London; co-productions of ***Dracula*** and ***Brassed Off*** (our big shows for the summer); a world-premiere of Alan Ayckbourn's 90th new play ***Show and Tell***; the world premiere of ***The Whitby Rebels*** by Bea Roberts, based on a true local story, and our two Christmas shows: ***Aladdin*** and ***Captain Cliff***.

The work from our visiting companies includes dance, drama, music, solo shows, comedy, family work, circus, poetry, cabaret, magic and drag and this year we've welcomed Middle Child, Northern Broadsides, Luke Wright, The Pretend Beatles, Lady Bunny, Bridget Christie, Tavaziva Dance and Swinging at the Cotton Club – amongst many others. Our cinema shows nearly 400 films a year, ranging from *Mission Impossible* to the latest live streaming from the National Theatre.

For locals, and for the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

OUR HOME

Our theatre is based in a converted 1936 Odeon cinema building, opposite Scarborough railway station. It has two performance spaces:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre that also serves as a cinema.

It also has its own rehearsal room, scenic workshop, wardrobe and store, together with participatory spaces and a bar/café area that is the home to Eat Me Café.

Scarborough is a great place to live – right on the edge of the beautiful North Yorkshire coastline and close to the North York Moors and the Yorkshire Wolds. It was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. There are increasing levels of investment being made in the town and the borough, and new independent businesses and activities are starting to appear, alongside the more traditional seaside offer.

The SJT receives annual funding from Arts Council England and from North Yorkshire Council.

FINANCE ASSISTANT JOB DESCRIPTION

Job Title: Finance Assistant

Reports to: Head of Finance

Line Manages: N/A

Job Purpose

The Finance Assistant is a key member of the Finance department, contributing to its smooth daily running. The Finance Assistant's main duties are to keep the theatre's financial and personnel records up-to-date, to process payroll in a timely fashion and to handle all bankings.

Key Responsibilities and Duties

- To work closely with and under the supervision of the Head of Finance in the daily running of the Finance Office.
- To use the Quickbooks accounting system to process purchase invoices, credit notes, sales invoices, payments and receipts.
- To calculate timesheets and salary adjustments and to process, using the Brightpay payroll system, in a timely fashion.
- To process payments for actors and stage management on a weekly basis including making appropriate pension deductions and providing payslips to agents.
- To submit relevant returns in relation to the Equity pension scheme.
- To keep all employees' personnel files up to date including keeping a record of accrued holidays and any sick days taken.
- To carry out all banking and reconciliation of all takings for the theatre and to ensure that all monies are paid into the appropriate bank accounts.
- To deal with any incoming post for the Finance Office including sorting purchase invoices and distributing them to the appropriate person for authorization, also ensuring that any cheques received are banked promptly.
- To assist the Head of Finance, when required, with the production of quarterly reports required for the Finance Task Group.
- To send box office returns to the relevant film distributors in a timely fashion.
- To keep MRSL information up to date.

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role statements

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

PERSON SPECIFICATION

Essential criteria

- Experience of using a computerized payroll system
- Experience of computerized accounts systems
- Competent in the use of Microsoft Office, Word and Excel
- Ability to maintain confidentiality
- Good communication skills, written and verbal
- Numerate
- Flexible
- Good team player

TERMS AND CONDITIONS

Salary:	£23,000 pa (pro-rata)
Contract:	Permanent, part-time.
Probationary period:	Six months
Notice period:	One month
Hours:	20 hours per week which can be worked flexibly across the week. No overtime is payable, but time off in lieu for excess working hours can be agreed with the line manager.
Pension:	The company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum (exclusive of Public Holidays) pro rata
Place of work:	Stephen Joseph Theatre Scarborough

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to SJT
- Evidence of the right to work in the UK as defined by the Home Office

APPLICATION PROCESS

We would love to hear from you if you feel this role is for you.

If you are interested, please send a copy of your up-to-date CV together with a letter explaining what attracts you to this position and why you think you would be good at it. We'd particularly like to hear from you about any specific examples of past experience that tie directly into the person specification.

As part of your application, please also include the names and contact details of two referees. We won't ask anyone for a reference before interviews and then only after checking with you first that you are happy for us to speak to them.

If you have any access needs, we will work with you to make sure those are met during the recruitment process. And any access requirements you might have will not play any part in us deciding who to recruit.

It's not part of your application, but it would really help us to monitor our equal opportunities plan if you could complete an Equal Opportunities Form. This form will only be used for monitoring purposes; it will be removed when your application is received and kept separately so that it doesn't form any part of the shortlisting process.

Applications should be addressed to Darren Rounding, Head of Finance and sent via email to darren.rounding@sjt.uk.com with "Finance Assistant" in the subject line by midday on **13 September 2024**.

We'll hold interviews at SJT during the week beginning **16 September** and we will reimburse your travel expenses. If you can't attend the interviews in person, we can offer you the option of a digital interview; however, we will need a candidate to visit the theatre before we make any job offer.

If it would help you decide if you should apply, we're also very happy to have an informal chat with you and answer any questions you might have. Just email Darren.rounding@sjt.uk.com and he'll get something set up for you. Please also email Darren if you need this pack in a different format.