

Job Description - Finance Administrator (Arcola Theatre, Bar & Energy)

Arcola Theatre is one of London's leading Off West End theatres. Now welcoming over 65,000 audience members a year to our two studio spaces, we stage a diverse programme of new works and reimagined classics. We create over 11,000 opportunities a year for emerging artists and our local community to make theatre. Our environmental initiatives are internationally renowned.

Arcola Energy is a clean energy engineering company specialising in fuel cells and hydrogen. We develop and deploy clean energy solutions in vehicles, buildings and remote areas. We also work to educate the next generation about the importance of renewables.

We have an increasing number of roles working across all of our companies – never a dull moment!

Purpose - to support the management of finances across Arcola Theatre, Bar and Energy

Organisation - reporting to Operations Manager

Principal Accountabilities and tasks

Financial administration

- Maintain financial transactions in excel
- Maintain accurate company financial records, with complete digital audit-trail in excel
- Reconcile bank statements, alerting Operations Manager to any possible mistakes (in excel)
- Cash-up of bar and theatre box office (ticket sales)
- Preparation of expense claims
- Preparation of lists of payments to be made and money due from customers
- Work with colleagues to ensure full records are kept

Other administrative duties

- Assist with project administration (reports, finance forecasts, meetings)
- Office Management (incl. post, stationery, office equipment, and maintaining good order)
- Support external events including materials and travel arrangements

Requirements

- Attention to detail
- Good excel skills
- Ability to prioritise and multitask in a fast-paced environment
- Good interpersonal skills
- Can-do attitude
- Knowledge of bookkeeping is good but not essential

Terms and Conditions

- Salary: £25-30,000 dependent on experience
- Hours: 40 hrs/week. Start and finish time to suit client's needs.
- Occasional evening and weekend working (TOIL system in operation)
- Holidays: 28 days annual leave, including public holidays
- Probation period: 3 months
- Access: Arcola Energy is wheelchair accessible throughout
- Benefits: Free tickets to Arcola Theatre shows (subject to availability)
- Arcola staff discount on food and drink in café/bar

Applications

We will be reviewing applications on a weekly basis and will recruit when we have met the right candidates. To apply for the posts please complete the application form (please do not send CVs) and equal opportunities form found at <https://www.arcolaenergy.com/about-us/careers/> and return to jobs@arcolaenergy.com