**Job Description - Finance Assistant (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 Bar** is first and foremost a Theatre Bar, serving theatre audiences up to 7 days per week. The

small bar is co-located with 2 theatre spaces of 200 and 100 seats respectively, with the theatre foyer flowing in to the bar. As well as serving theatre audiences, Arcola Bar has a late-night programme of live music and late-night events, fitted around the main theatre programme.

**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 managers of 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: £21,000-£24,000 per annum dependent on experience
* Hours: 40 hrs/week.
* Holidays: 28 days annual leave, including public holidays
* Probation period: 3 months
* Access: Arcola 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 candidate.
* To apply for the posts please complete the application form (please do not send CVs) and equal opportunities form found at <https://www.arcolatheatre.com/category/vacancies/> and return to jobs@arcolatheatre.com
* Please feel free to send the Equal Opportunities form separately from your application form.
* Please note that we can only accept applications from people who have a work permit for the UK.