

Finance Assistant *Recruitment Pack*



**MIDDLE
CHILD**

THEATRE THAT MAKES A NOISE



About us

We are a Hull-based company creating gig theatre that brings people together for a good night out with big ideas. We tell untold stories which capture the electrifying moment when the beat drops, mixing original live music with bold new writing. Our events are live and loud, making sense of the modern world.

We are committed to breaking down barriers and ensuring that theatre is affordable and accessible for all. We will set fire to your expectations of what a night at the theatre can be.

Reverb, our artist development programme is our commitment to ensuring that artists in Hull are given top-class development opportunities across disciplines without needing to leave the city.

We are an associate company of Paines Plough and an Arts Council England national portfolio organisation, supported by Absolutely Cultured and Hull City Council.



What's happening now?

Middle Child joined Arts Council England's National Portfolio in April 2018. This decision allows us to be bolder and more ambitious than ever before as we continue to build on the first six years of our existence.

We are now able to put into action our long-term strategy of setting fire to expectations of what a night at the theatre can be.

We are making the most of the confidence shown in us by the Arts Council to become a stronger, more resilient and diverse organisation who are truly integrated into our local community.

We are committed to producing world-class theatre from our home in Hull, presenting award-winning work nationally. Recent productions include *The Canary and the Crow* by Dan Ward (Hull Truck/Latitude/Edinburgh), *Us Against Whatever* by Maureen Lennon with music by James Frewer (Liverpool Everyman & Playhouse/Hull Truck), *All We Ever Wanted Was Everything* by Luke Barnes with music by James Frewer (Bush Theatre/Edinburgh/Latitude/Freedom Festival/Welly), *One Life Stand* by Eve Nicol with music by James Frewer (Edinburgh/UK tour).

Finance Assistant

Job Description

Job Purpose

Assisting the Executive Director and General and Production Manager, the Finance Assistant will:

- ensure the smooth and efficient running of the Middle Child office
- develop and maintain finance systems and procedures to ensure book keeping is accurate and up to date
- develop and maintain financial administration systems and procedures to ensure information is well managed and filed in a clear and concise manner

Responsible to: Executive Director and General and Production Manager

Responsible for: n/a

Principle Tasks

Productions

- Monitor, process and reconcile all production income and expenditure, including payroll, invoicing, book keeping, petty cash and debit card payments
- Assist the Executive Director in reconciling settlements including contras for all productions and ensure all royalties are paid as per contractual obligations

Core

- Work closely with the Executive Director and General and Production Manager to oversee accurate and timely records for the company's internal finance systems, including invoicing, banking cheques and cash, chasing debtors
- Work closely with the Executive Director and General and Production Manager, to devise and implement a clear nominal code system that is fit for purpose
- Assist the General and Production Manager with payments relating to Darley's including all utilities
- Ensure compliant treatment of VAT and international tax
- Assist with TTR tracking and reconciling
- Assist all finance operations including monitoring all annual budgets
- Monitor and deliver all core staff payroll payments including wages, HMRC, NI and pensions contributions
- Monitor and deliver monthly debit card and petty cash reconciliation
- Responsible for logging payments on Quickbooks and ensuring expenditure is coded correctly
- Responsible for banking cheques
- Responsible for issuing and logging petty cash to core and freelance staff
- Assist in the monitoring of cashflow on a monthly basis, ensuring all income and expenditure is accurately projected for 12-18 months in advance
- Assist in quarterly management accounts for presentation to the Board and preparing any financial board papers as required
- Assist in thorough and accurate audit trail
- Assist with the internal financial file management both online and hard copies

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Job Description (*continued*)

Artist Development

- Assist workshops as required
- Mentor as required
- Assist opportunities to nurture the next generation of theatre makers and producers

General tasks

- Assist with the upkeep of Darley's
- Act as a passionate and effective advocate for Middle Child and represent the company at key meetings, groups, networks, press nights, opening nights and other company gatherings
- Act in the best interests of Middle Child at all times
- Any other relevant duties as required

Person Specification

Required

- Accurate and meticulous attention to detail
- Ability to work as part of a team and use own initiative
- Experience of relevant IT/Accounting online platforms such as Quickbooks
- IT literate and used to working with Microsoft Excel / Google Sheets
- Hands-on experience of setting up and managing finance systems and book keeping
- A high level of numeracy
- Ability to work with tact, diplomacy and confidentiality
- Good communication skills, both written and verbal
- Enthusiastic with a desire to learn and develop

Preferable

- An interest in theatre and the arts
- Relevant experience in a finance role in an organisation of a similar size
- Experience of processing payroll and understanding of payroll and HR legislation
- Experience of working in an arts and/or charity environment



Employment Terms

- Freelance contract
- 1.5 days per week
- Start date May/June 2019
- Core hours of 10am - 5pm, Monday to Friday; some evening and weekend work will be required
- Four week probation period
- Day rate of £90 per day / £45 per half-day
- Place of work: Middle Child's rehearsal building Darley's, on the Thornton Estate in Hull

Middle Child supports flexible working and is an equal opportunities employer



All We Ever Wanted Was Everything
2018

How to Apply

The deadline for applications is **6pm** on **Monday 6 May 2019**.

To apply, please submit a covering letter and up to date CV to office@middlechildtheatre.co.uk.

We value applications from a range of applicants. If you need any assistance or would like an informal conversation before making an application please do get in touch.

You can contact us by email using office@middlechildtheatre.co.uk or by phone using 01482 221857.

Interviews will be held on a date to be confirmed, at our office based at Darley's, Porter Street, Hull, HU1 2JE.



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@middlechildhull