

Job Summary

FINANCE AND CONTRACTS ASSISTANT (MATERNITY COVER)

Responsible to: Finance Manager (and Director of IT and Administration for staff records and contracts)

Salary: £25,000 - £28,000 depending on experience

Contract: 14 month fixed term maternity cover

Hours: Full Time, 35 hours per week. Normal office hours are 10am – 6pm Monday to Friday. Occasional evening and weekend work may be required. No overtime or TOIL is offered.

Holiday: 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.

Probation Period: 3 months

Notice period: 1 month during probationary period, 2 months thereafter



Key Objectives:

- To contribute to the efficient running of the finance department, with a focus on purchases, sales and banking
- Be a key participant in the HR function of the organisation through personnel administration and contracting
- Support the general operation of the Young Vic

Job Description

FINANCE AND CONTRACTS ASSISTANT (MATERNITY COVER)

General Duties:

Purchase ledger (shared with the Administration Assistant)

- Receive and open post on a daily basis
- Distribute invoices received to Senior Managers
- Obtain authorisation for payment and coding from departmental budget-holders for invoices
- Post purchase invoices into the accounts package
- Raise payment by cheque or bacs, arrange signatures, and authorisation of bacs in line with current mandate
- Post payment against Purchase Ledger
- Monitor creditors schedules
- Deal with queries, liaison with suppliers
- Administrate company credit cards

Payroll

In liaison with and reporting to the Finance Manager:

- Work with departments to ensure timely receipt of authorised timesheets for processing of weekly and monthly payroll
- Check with departments the coding of employee hours to cost codes
- Process weekly and monthly payroll using the Sage Payroll Software
- Set-up and deduction of pension contributions, childcare vouchers and seasonal travel ticket loans for employees
- Set up new employees on payroll system in-line with HMRC compliance.
- Calculate pro rata salaries, holiday entitlements and parental leave payments etc.
- Administrate starters, leavers and changes to contract on payroll system in-line with HMRC compliance
- Administer the payroll function of sickness absence and parental leave
- Prepare and enter onto Sage account system weekly and monthly payroll journal
- Reconcile balance sheet payroll control accounts against the TB
- Prepare payments to HMRC

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- Process payroll year end, issuing P60's to all employees and filing of payroll year end to HMRC
- In accordance with the Data Protection Act (2018), respond to any requests for information from other organisations, e.g. statutory or housing reference related
- Administrate auto enrolment pensions including assessment, opt in/outs, postponements and correspondence
- Administrate deduction of BECTU dues from relevant employees / workers
- Work with the Administrator to the Producers to ascertain the status of all non UK performers for compliance with HMRC rules on foreign entertainer tax. If appropriate, to apply for a reduction of tax liability, withholding and paying over any tax as required. To complete and submit quarterly FEU1 returns.
- Produce reports from the payroll system for the National Statistics return, the MRSL return and the annual ACE return

Banking

- In liaison with front of house and box office ensure the regular banking of income.
- In liaison with development department ensure the regular banking of income

- Act as petty cash control for the organisation, ensuring cash floats are at an appropriate level and are regularly accounted for
- Assist the Finance Manager with posting income onto Sage Accounts, and the monthly reconciliation of bank accounts.

Sales Ledger – small events and recharges

- Liaise with departments in relation to any small events or hires.
- Reconcile and raise a sales invoice for costs to be recharged to external organisations, and post sales invoices on to Sage Accounts
- Calculate recharge to Cut Bar on a quarterly basis, liaising with Theatre Manager and Cut Bar management as appropriate.
- Prepare and post sales invoices on to Sage Accounts.

Staff Records

- Assist the Director of IT and Administration with the administration of staff records
- Create new personnel folders for new staff appointments and store them securely both hard copy and on the server with job description, job

application, terms and acceptance, references and signed contract of employment.

- Maintain employee records by liaising with employees, Senior Managers and the Director of IT and Administration
- Archive records on a regular basis and maintain hard and soft copy personnel records in line with the Young Vic's retention rules
- Assist the Director of IT and Administration as required with maintaining the personnel database and extracting data for reporting.
- Set reminders for the Director of IT and Administration and Senior Managers to flag up end of contract / probation period one month in advance.
- Administer the holiday file, which tracks annual leave allowance and usage for the organisation

Contracts

- Assist the Director of IT and Administration with drafting contracts for new employees including casual or short-term contracts
- Print and send out contracts to new staff members with an up to date welcome pack and other relevant information.
- Ensure that signed copies of contracts are returned and filed.

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- Ensure payroll forms are filled in, returned and given to the finance department.
- Ensure proof of right to work received and filed with any deadlines noted and passed on to payroll and the Director of IT and Administration. Ensure these records are kept up to date
- Note emergency contact details and keep records up to date

General

- Departmental administration duties including: processing daily post and dealing with telephone enquiries, filing or paperwork and maintenance of files, including annual archiving.
- Uphold and embody the Young Vic's company policies, including but not limited to our Equal Opportunities policy, Dignity at Work policy and Health and Safety policy.
- Support the Young Vic in developing and maintaining the organisation's approach and compliance in relation to GDPR and act as Data Protection champion for finance and personnel matters.
- Take minutes at the weekly finance team meeting
- Be an active supporter of the Young Vic staff team
- Actively participate in and support the work experience programme of the Young Vic

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- Carry out any other duties that may arise to fulfil the main objectives of the post and the aims of the Young Vic

Person Specification

FINANCE AND CONTRACTS ASSISTANT (MATERNITY COVER)

Essential Skills / Experience

- Previous experience of working in a finance role
- Experience of running weekly and monthly payroll cycles
- Demonstrates understanding of pension and HMRC compliance and ability to stay abreast of changes within regulations
- Experience of working with an accounting software package
- Experience of purchase, sales ledger and petty cash systems
- Working knowledge and experience of using Excel, including intermediate formulas
- Demonstrates ability to work within a small team and on own initiative
- Demonstrates excellent communication skills
- Demonstrates good administrative skills with attention to detail and accuracy in all tasks

Desirable Skills / Experience

- Experience of running a payroll within a theatre company
- Understanding of compliance around working with non UK resident performers
- Working understating of TAX rates and rules
- Experience working with Sage Payroll and Sage Accounting software
- Experience creating employment contracts and letters
- Experience of working in a producing arts venue
- An interest in the arts and/or not for profit sector