

Job Description

Job Title:	Finance Assistant	Department:	Finance
Responsible To:	Finance Manager/Financial Controller	Salary:	£24,000
Location:	Pitlochry Festival Theatre – with the opportunity to discuss hybrid working.	Position Type:	Permanent
Working Hours:	35 hours per week		
Key Relationships	This post reports directly to the Finance Manager, but will work alongside the rest of the Finance Team, including the Director of Finance & Operations, Financial Controller, Payroll and HR Officer, and will assist with financial queries from the Senior Leadership Team, Colleagues, Customers & Suppliers		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors.</p> <p>We are Scotland’s leading producer of musical theatre, a champion of ensemble practice and the country’s only rurally located, major arts organisation.</p> <p>Our home is a glorious eleven-acre campus that includes the Explorers Garden. More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre’s campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre and Bandstand located in the theatre grounds.</p>		
Purpose and Key Accountabilities	<p>Working as part of a small, but busy, finance team the Finance Assistant will assist the Finance Manager & Financial Controller with the day to day running of the finance function and assist the Payroll & HR Assistant with payroll related tasks as required. The Finance Assistant will be responsible for accurately processing financial transactions generated by both the theatre, and it’s trading subsidiary, on our financial system, Xero, and assist with providing financial support to other departments, as well as external customers and suppliers.</p> <p>We welcome applications from people of all backgrounds, and the key is to be numerate and a self-starter as full training will be provided.</p>		



Key Tasks:

<p>What you'll be doing</p>	<p>Income:</p> <ul style="list-style-type: none"> • Reconciling and processing daily box office income on Xero and investigating any discrepancies • Reconciling and processing daily trading income, including bar, restaurant and shop on Xero, and investigating any discrepancies • Processing ad-hoc sales invoices as required, and performing credit control duties, including sending statements, and escalating any issues to the Finance Manager as required <p>Expenditure:</p> <ul style="list-style-type: none"> • We operate a paperless system, the postholder will assist with the processing of purchase ledger invoices on the finance systems, for both the theatre and it's trading subsidiary • Ensuring invoices are correctly coded and any VAT has been treated correctly • Reconciling supplier statements and investigating any invoice discrepancies on a timely basis • Ensuring Direct Debits are accurately posted onto the finance system • Preparing a list of invoices that are falling due to be paid in the weekly payment run • Dealing with any account and payment related queries from both colleagues and external suppliers <p>Other:</p> <ul style="list-style-type: none"> • Reconciling daily banking transactions on Xero, ensuring appropriate back up information is attached to financial records • Monitoring the finance mailbox, dealing with queries as appropriate • Monitor incoming finance mail, ensuring it is filed correctly and dealt with as appropriate • Cover payroll during any periods of absence of Payroll & HR Assistant (full training will be provided)
<p>To be successful in this role you</p>	<ul style="list-style-type: none"> • A willingness to learn, whilst a recognised finance qualification is not an essential requirement, it is expected that you would show an interest in learning more



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should be able to demonstrate	<p>about the day-to-day operations of a finance function in a small, multi-faceted organisation.</p> <ul style="list-style-type: none"> • Proficient in using Microsoft Excel, Word and Outlook • Excellent communication skills • A keen eye for detail, and ability to problem solve • Organised and methodical approach to work • Ability to prioritise workload to meet deadlines, • Team player with a 'can do' attitude, to support other team members and departments as and when required
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Compliance	Ensure compliance with data protection.
Environmental	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
Health and Safety	<p>To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.</p> <p>Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.</p>
Other	<p>To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.</p> <p>To always act in the best interests of the Theatre and in line with all company policies.</p> <p>Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.</p> <p>Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.</p> <p>Actively promote staff welfare, development and training opportunities throughout the Theatre.</p>

This job description is indicative and will be reviewed after a satisfactory probationary period as well as annually as part of job appraisal processes.

Person Specification

Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.



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- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are **creative** and **respectful**, and in every situation, we are **collaborative** and **empowering**.

Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications & Education requirements	Competent in use of Microsoft Office packages, in particular Microsoft Excel	AAT qualified/HND qualification in an accountancy related subject, or relevant work experience	Application
		Experience of using a cloud based accounting system	Application
Skills and Abilities		Demonstrable experience in a similar role	
	High degree of accuracy and attention to detail, with ability to problem solve	Understanding of core accounting principles and book keeping requirements	Application/Interview
	Can exercise discretion when handling confidential/sensitive data		Application/Interview
	Flexible, with a “can do” attitude		Application/Interview
	Team player, with a willingness to assist colleagues as required		Application/Interview



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Requirements	Essential	Desirable	Assessment Method
	Strong organisational skills with the ability to plan and prioritise a varying workload, ensuring deadlines are met		Application/Interview
	High standard of verbal and written communication skills		Application/Interview
	Enthusiastic, motivated and shows a willingness to learn		Application/Interview
Personal qualities	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application/Interview



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