



September 2021

Dear Applicant,

Thank you for your interest in the position of **Finance Officer** at the New Wolsey Theatre.

If you have experience of working in finance, are methodical and enjoy working as part of a small, but busy finance department, this role is for you. As Finance Officer you'll undertake a variety of tasks, including the running of the purchase ledger, dealing with company card and employee expenses, processing invoices, payments and following up with suppliers, ensuring all processes are followed accurately. Working closely with colleagues across the organisation, you will have effective team working skills. Your experience of managing financial processes will shine through as you support and collaborate with colleagues to make the New Wolsey Theatre finance department the best it can be. The New Wolsey Theatre is an established and stable regional theatre with a big heart; come and make your mark.

We are an ambitious producing and receiving theatre, with a national reputation for its work in access and inclusion, and for the production of new musical theatre. Our annual Rock' n' Roll Panto, written and directed by Artistic Director Peter Rowe, is much loved by local audiences and is the cornerstone of our annual programming. In December 2020 we staged *The Snow Queen* – our first live and live-streamed show.

We're extremely proud of our outreach and participation work, which in October 2020 moved in to our new participation space NW2. In 2020 we also undertook an extensive renovation and refurbishment programme for our main building, resulting in a transformed cafe/ bar area, more toilets and improved auditorium seating.

The last year has of course been challenging, as it has been for everyone affected by the Covid-19 pandemic. We can't wait to invite audiences back to our spaces, which will include an outdoor performance area we're calling 'The Bowl'. Our new building NW2 and all the work associated with it, has created an opportunity to develop 'Theatre Square' right in front of our main building, which will be a delightful place to relax, meet friends, catch a performance, and have a bite to eat.

We're now recruiting for key positions to help us move forward as we recover from the extraordinary challenges of Covid-19. You don't necessarily have to be a 'theatre person' to do well at the New Wolsey Theatre. We welcome people from *all* backgrounds and we're actively trying to ensure that our workforce is diverse. By this, we mean that we want to employ people from a wide range of backgrounds, ethnicities, ages, gender identities, disabilities, class (socio-economic backgrounds) and so on. This isn't because we want to tick a box that says 'diverse' but because we genuinely believe that our business will be much improved by having a real range of people working (and volunteering) within it.

So, if you haven't considered working for a theatre before, maybe now's the time to check us out. We're super-friendly, hard working and love meeting a challenge. If that sounds like you, and you think you might have the skills/ experience for the role (wherever you gained them) come and talk to us. We can't wait to meet you!

Yours warmly,  
From Sarah Homes, Chief Executive

## How to apply

We are inviting people interested in being our **Finance Officer** to complete our **Application Form** and [Equality, Diversity and Inclusion Monitoring Form](#)

**Please note, we do not accept CVs as a form of application**, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch with Lucy Parker [lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk) or 01473 295940.

However you choose to apply, you will need to tell us about your education, training and qualifications, employment history as well as to consider the following questions:

- Why are you interested in being our Finance Officer?
- How do your skills and experience make you the best person to be our Finance Officer?

Please read through the **Job Description, Job Specification and Person Specification** before applying for this role, these can be found further down this document.

If you would like an informal chat with someone about the role, please email our Finance Manager, Klyde Robinson [krobinson@wolseytheatre.co.uk](mailto:krobinson@wolseytheatre.co.uk)

Completed applications should be returned to Julie French [jfrench@wolseytheatre.co.uk](mailto:jfrench@wolseytheatre.co.uk) by **10am on Monday 4<sup>th</sup> October 2021**.

As an organisation accredited by the Job Centre as a Disability Confident Employer, we guarantee to interview all deaf and disabled applicants who meet the essential criteria for this vacancy.

We will facilitate any Access To Work claims if appropriate, and any access costs will be covered up front including any access required for attending interviews.

## Key Dates

Application Deadline	10 am on Monday 4 <sup>th</sup> October 2021
Interviews	Thursday 14 <sup>th</sup> October 2021
Role start date	October 2021 (depending on candidate)

# **Equal Opportunities**

The mission of the New Wolsey Theatre is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from people from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, and neurodiverse people.

We are happy to make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.

## More Information About The New Wolsey Theatre

We are a company that really cares about what we do, who we work with, and what we're working for. Most of the time we put on plays. But we also serve tea and coffee for our guests, offer them lunch and somewhere comfortable to sit and have a chat and sometimes we present music, comedy, dance or even circus. We invite children to come and play with us, sometimes with their parents too. Teenagers come and work with us in our Youth Theatre Groups – in 2021 we're doing this online for the first time. Schools ask us to go and visit to tell stories, make performances, or teach skills, and sometimes they come to us to do those things. Schools love coming to see our annual Rock 'n' Roll pantomime – in a normal year we'll do over 90 performances of our Panto between November and January. In 2020 we staged *The Snow Queen*, which was our first live and livestreamed show. It received 5 star reviews and did really well, even though it was just 12 performances.

By 'us' we don't just mean the permanent staff that are employed by us. We rely on volunteers, casual and freelance staff to keep the wheels turning. Of course, they haven't turned much in the last year, but we'll be getting the show back on the road in 2021 and we'll need people in all those roles once we're fully open. We'll also need great writers, actors, directors, designers and technicians, which is why we run talent development programmes like [Testing Ground](#). We take the lead in our industry sometimes, to make change, as we did in setting up [Ramps On The Moon](#)

The New Wolsey Theatre plays an active role in the business scene of Ipswich and is central to the creative life of Suffolk. We regularly talk to other cultural organisations and community groups, such as, UnScene Suffolk, Suffolk Refugee Support, Trinity YMCA, Roma Support, Suffolk Artlink, Volunteering Matters, Suffolk Guide Association to name but a few. We're supported by the local council and the county council, as well as Arts Council England because of the range of work we do. You may also be interested to know that we're a registered Charity.

If you'd like to know more about the New Wolsey Theatre, we recommend that you use our website (which you'll notice needs updating– we're working on that right now) and that you do your own research. Be curious about us and see what you can find out; it will probably help you with your application. The New Wolsey Theatre is going through a period of great change, some of which is because of Covid-19 and some of which was going to happen anyway. We won't be doing everything the way we've done it before. We're innovating and adapting like never before, so we're open to doing things differently. Come and be part of that.



## JOB DESCRIPTION

**Role:** Finance Officer

**Responsible to:** Finance Manager

**Job Purpose:** To undertake a variety of tasks within the finance department, with the primary focus on Purchase Ledger & Expenses. Providing support to budget holders and non-finance staff within the theatre.

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### Key Responsibilities:

- To manage the running of the purchase ledger, company card expenses, employee expenses and petty cash functions. Processing purchase orders, invoices, payments, reconciling supplier statements and following up on outstanding matters. Ensuring all expense and petty cash claims are properly authorised, processed and paid according to established procedures.
- To assist, as required, with the processing of cash takings for the hospitality and box office functions.
- To provide support and cover for the sales ledger if required during peak periods and holidays. Raising sales invoices, recording and monitoring receipts and performing initial credit control procedures for unpaid invoices.
- Provide assistance and support to budget holders and non-finance staff on matters relating to the accounting system and finance procedures.
- Various reconciliations and preparation of schedules (ad hoc & regular) as required.

### Other

- To undertake any other reasonable responsibilities as and when required.

August 2021

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.*



## JOB SPECIFICATION

**Contract**

Permanent

**Salary**

£22,415 per annum, pro rata.

An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

**Hours**

40 hours per week (Monday-Friday) between the hours of 8am-6pm.

**We are open to further discussion on working hours to suit individual circumstances.**

Additional hours may be required depending on the performance schedule, staff sickness and annual leave. Any overtime is to be taken as time off in lieu at a later date by arrangement with your line manager.

**Annual Leave Entitlement**

The standard Annual Leave Entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year for staff working a 5 day week. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday or have agreement from your Line Manager to do so. Annual leave requests have to be submitted to your line manager for authorisation. There may be certain times of the year when annual leave cannot be taken because of the work of the organisation.



## PERSON SPECIFICATION

### Professional Experience and Competencies

#### **Essential**

- Experience of working in a financial environment performing a wide range of financial duties
- Experience of using computer based accounting systems
- Good communication skills, able to engage with a wide range of people
- Experience of effective team and partnership working with colleagues and external contacts
- Good computer and numeric skills
- Good level of competency using Microsoft Excel, Word and Outlook
- Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion.

#### **Desirable**

- Formal accountancy related qualification / education
- Experience of using PS Financials accounting system
- Previous relevant work experience in the arts sector
- Knowledge of the arts and passionate about theatre

### Key Qualities

#### **Essential**

- Able to work well within a fast-paced environment, with the ability to respond effectively to instructions, contribute ideas and support other team members.
- Organised, methodical and flexible approach to a varied workload
- Attention to detail and accuracy
- Good interpersonal skills with the ability to communicate effectively with individuals at all levels.