

# Citizens Theatre

## Job Description

<b>Role:</b>	<b>Finance Officer</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Responsible for:</b>	<b>n/a</b>

### Purpose of the Role:

The Finance Officer is responsible for the efficient and effective handling of day-to-day financial transactions within the Citizens Theatre. You will ensure internal and external finance enquires are handled quickly and efficiently, and information relating to invoices and payment for both accounts payable and receivable are processed through the system with accuracy. The role assists with reconciliation of the company's bank accounts to include all revenue streams, paying meticulous detail in posting entries on a project accounting basis. The Finance Officer ensures the smooth running of the day-to-day transactional entries for the department and effective input into financial systems across all areas of activity.

### Responsibilities:

- Process supplier invoices, credit notes and payments
- Raise customer sales invoices and credit notes
- Chase overdue sales invoices to ensure timely payments
- Process all supplier and customer queries
- Assist with bank reconciliations
- Reconcile company credit card statements
- Reconcile and replenish petty cash
- Report internally on monies received
- Assist with external reporting including Office of National Statistics and funders
- Assist with the collection of audit documentation
- Assist with the development of the policies and procedures manual

### Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following six years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff will be required to

show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

## **Person Specification:**

### **Essential**

- Experience of working in a finance office
- Experience with computerised accounts systems (Citz currently uses Dynamics Nav, but soon moving to Sage)
- Accurate, with a keen eye for detail
- Inquisitive, with the ability to problem solve
- Excellent numeracy, with the ability to analyse data using spreadsheets
- Excellent IT skills, with good knowledge of MS Office programmes
- Strong communication skills, both written and oral
- Good interpersonal skills, and ability to work well with a team
- Self-starter with the ability to organise and administer a busy workload
- Discretion when handling confidential or sensitive information

### **Desirable**

- Accounting Technician qualification (ATT) Level 2 or similar experience and a commitment to progress
- Experience of working in an arts, culture or heritage organisation
- Desire to drive personal development

### **Terms & Conditions**

Salary:	£27,000-£29,000
Hours:	35 hours per week, Mon-Fri, typically between 10am and 6pm
Overtime:	No overtime payments are available. The Citizens Theatre operates a time off in lieu (TOIL) system
Holiday:	20 days per year, plus 9 public holidays, rising to 22 days after 3 years, and 25 days after 5 years
Pension:	Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 8 weeks thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS Colleagues are currently working from home while we complete a major redevelopment of our building, with an expected return to the theatre in summer 2025. On return to the building we anticipate introducing a hybrid working policy, with a weighting towards office working.

### **Benefits:**

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

## How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact [recruitment@citz.co.uk](mailto:recruitment@citz.co.uk) and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on our website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team, and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure, and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

**Please send your CV and cover letter (two pages max) by email to: [recruitment@citz.co.uk](mailto:recruitment@citz.co.uk).**

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

**Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).**

If you require an alternative way to make your application, please contact [recruitment@citz.co.uk](mailto:recruitment@citz.co.uk) to discuss a suitable format.

Response time for applications: we aim to get back to you within **five working days**.

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.