



Pegasus

Pegasus is a theatre with young people at its heart. In everything it does, Pegasus considers how to attract, engage and spark the imaginations of young people. This includes families with young children, schools, teenagers and students. Yet the work has a wider, crossover appeal, so that people of different ages can experience together art that is vibrant, inspiring, urgent and exciting.

Pegasus Theatre is a charity governed by a Board of Trustees and is an Arts Council, England National Portfolio Organisation. Income in the 16/17 financial year was over £800,000 generated through a mix of grants, ticket sales, trading activity, donations and sponsorship.

Finance Officer

Job Purpose

The Finance Officer is a key position reporting to the Executive Director (Joint CEO), responsible for the delivery of accurate and timely bookkeeping and the provision of financial information for reporting on all of Pegasus's activities. The role supports the development, implementation and monitoring of Pegasus's financial strategies to achieve our business objectives and artistic ambitions.

Key Objectives

- Provide accurate data to assist the preparation of monthly management accounts
- Provide accurate and timely data for financial reporting on restricted and unrestricted grant funders.
- Provide accurate data to assist the preparation of end of year financial statements and audit.
- Provide accurate and timely data to ensure compliance with legal and statutory financial regulations.

Employment Terms

Remuneration	In the range of £21,000-£24,000 pa (pro rata): starting salary dependant on experience.
Hours	22.2 hours a week Days worked and hours per day are subject to negotiation.
Probationary period	6 months

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Annual Leave	25 days holiday plus 8 designated bank holidays per annum (pro rata)
Pension	A workplace pension scheme is operated by Pegasus Theatre Trust provided through NEST with employer contributions of 3.5% and employee contributions of 1%

Organisational Relationship and Accountability

Responsible to:	Executive Director (Joint CEO)
Work closely with:	Pegasus has a small core staff team; the post-holder will need to work closely across all staff teams to undertake the duties required.
Line management:	there are no line management responsibilities associated with this post.

Job Description & Person Specification

Principle Duties

Implementation and delivery of financial strategies:

Work with the Executive Director and Artistic Director to ensure all financial matters of the company are correctly recorded, allocated and maintained so that accurate and timely information is available for the preparation of both monthly management accounts and annual accounts:

Undertake accurate and timely processing to Sage of all income to the charity, including front of house daily takings, sales invoices, donations and grants.

Identify, investigate and reconcile discrepancies in front of house takings prior to posting and prepare cash & cheques for banking.

Undertake accurate and timely processing to Sage of all approved expenditure made by the charity including purchase invoices, expenses claims, and card payments and ensure efficient and correct payments are made to suppliers.

Process bank statements on to Sage and prepare monthly bank reconciliations.

Undertake accurate and timely processing of the monthly payroll including HMRC RTI and Pension submissions and payments in line with relevant policies, regulations and laws. Review and reconcile salary control accounts each month.

Manage petty cash and front of house floats including issue and reconciliation.

Monitor and manage creditor & debtor control accounts.

Assist with the preparation of quarterly VAT returns ensuring accurate and timely compliance for submissions.

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Undertake research on and maintain knowledge of changes to relevant regulations and legislation to inform financial policy and procedures.

Ensure staff teams are briefed appropriately on financial processes in order to promote an informed understanding across the organisation regarding financial responsibilities and controls.

Monitoring the effectiveness of financial strategies:

Generate accurate financial reports and information as required which support the decision making process within the organisation and accurate reporting to external stakeholders.

Maintain the filing system of all relevant documentation current and historical.

Development of financial strategies:

Contribute informed, imaginative ideas and solutions to ongoing strategy and business planning discussions in line with the theatre's policy on inclusive and consultative practice.

General:

To undertake any other duties relevant to this post as reasonably required.

To carry out the duties of this post in accordance with Pegasus Theatre's policies including; Equal Opportunities, Access, Employment, Health and Safety and Inclusion.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.

Selection Criteria

Essential

- 3-5 years working in a bookkeeping role.
- A professional qualification in bookkeeping (AAT or equivalent)
- Good knowledge of MS office applications and computerised accounting software
- Understanding of accounting processes and procedures
- Excellent numerical skills and financial awareness
- Excellent personal presentation skills with the ability to communicate ideas and information effectively to a wide range of people
- Attention to detail, with a methodical approach to the collation and analysis of data
- Proven ability to work under pressure to meet targets and deadlines
- Strong organisational skills and a proven ability to prioritise effectively
- The ability to work independently and as part of a team
- A commitment to equality and diversity

Desirable

- Solid working knowledge of Sage.

- Experience of working with multiple cost centres and restricted funds
- Experience of producing VAT returns for filing on-line
- Experience of preparing and processing monthly payroll