

November 2015

Dear Applicant,

Thank you for expressing an interest in the position of **Finance Assistant (part time)** at the New Vic Theatre. I am pleased to enclose an application form and further details about the post.

Please note that the closing date for the receipt of written applications is **Monday 30 November 2015 at 10am. Interviews will be held during week commencing 7 December 2015.** Please let us know if a covering letter with your application if there are any days you would not be able to make if you were selected for interview.

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. Please do not submit a CV, professional references or covering letters as these will not be used during short listing.

Please return your application by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to recruitment@newvictheatre.org.uk. Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website www.newvictheatre.org.uk If you have any queries regarding the vacancy please email recruitment@newvictheatre.org.uk or call 01782 381371.

With thanks once again for your interest.

Yours sincerely



Tracey Wainwright
Administration Manager

Enclosed:
Application Form
Equal Opportunities Form
New Vic Information
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New Vic Theatre - Information

Our mission is to make excellent theatre in the round and be a force for positive change in our region.

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

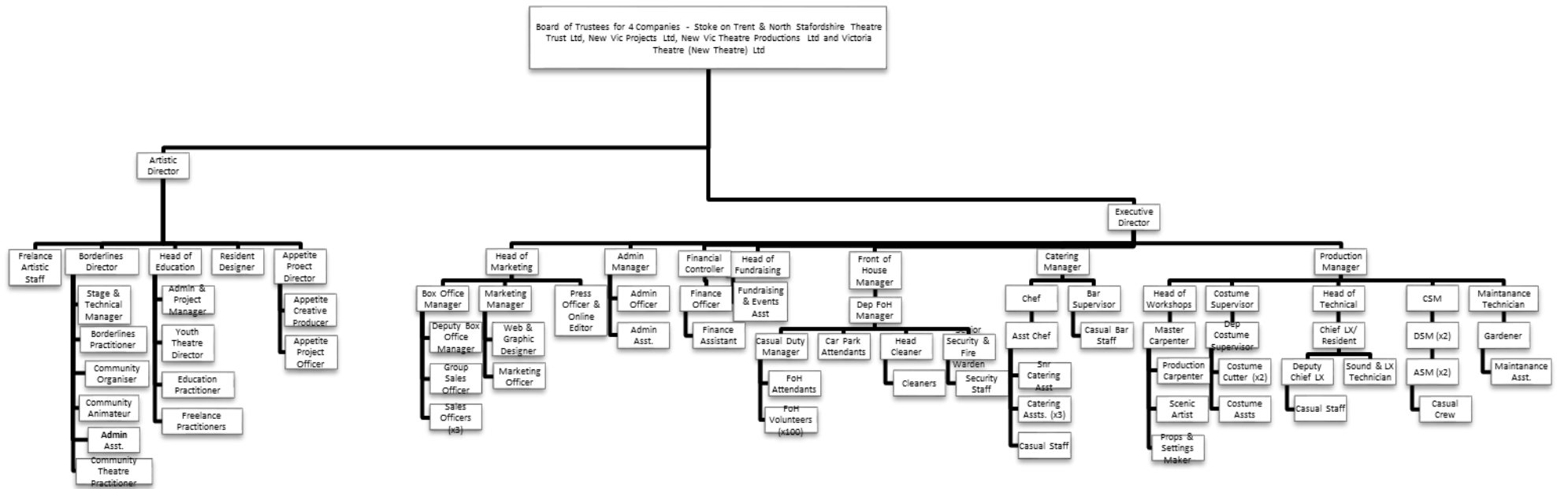
Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions of *Around the World in 80 Days* and *Dracula*.

“standing ovation for this beautifully-executed magnificently preposterous romp”
★★★★★ The Independent for *Around the World in 80 Days* 2014

“the first half is one of the most impressive hours I've spent in the theatre for months”
★★★★★ The Observer for *Dracula* 2015

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.

New Vic Organisational Chart



Job Description **Finance Assistant (part time)**

Job Purpose and role

The Finance Assistant will be an integral member of our small but busy finance department, reporting directly to the Financial Controller and assisting the Finance Officer(s).

The role will primarily be responsible for daily cashiering but will require an individual able and willing to assist the Finance Officer(s) with general bookkeeping and accounting duties for the group.

Principal duties and responsibilities

Cashier

- Reconcile daily takings from Box Office, shop, restaurant, bar and car park.
- Maintain and check floats for Box Office, shop, restaurant and bar.
- Prepare monies for banking.
- Maintain daily takings analysis and input onto SAGE.

Petty cash

- Check, process and record office petty cash claims.
- Issue cash floats.
- Reconcile petty cash balances.

Purchases

- Assistance with invoice processing and purchase ledger functions for the group.

Other

- General office duties (photocopying, shredding, filing, archiving etc.)
- Cover duties for other Finance staff in their absence (e.g. sickness, holiday)
- Any other duties, commensurate with salary and designation of the post, as may reasonably be required by the Financial Controller/Finance Officer(s).

Person Specification **Finance Assistant (part time)**

The following represent the essential and desirable attributes for the post of Finance Assistant.

Essential

- Proven track record in financial administration with demonstrable experience of a cash handling environment.
- Good IT skills, including Microsoft Office, particularly Excel.
- Excellent numeracy.
- An ability to maintain focus & attention to detail and an ability to work accurately whilst under pressure.
- The ability to maintain confidentiality.
- Ability to work flexible working hours.
- Ability to work to strict deadlines.

Desirable

- Accountancy qualification – AAT or equivalent.
- Experience in the use of SAGE Line 50.
- Experience & knowledge of VAT.
- Experience of working effectively as part of a small team in a busy and complex environment.
- Possession of a current full driving license.
- Interest & knowledge in theatre.

Finance Assistant (part time) **Outline of Terms and Conditions**

Salary

The salary for the post is £16,785 per annum pro rata (actual £5,455)

The salary is paid monthly by credit transfer on the last Friday of each month.

Hours of work

The normal hours are 13 per week usually to be worked as follows

Monday - 9am to 1pm

Wednesday, Thursday and Friday – 9am to 12pm

The exact working hours are to be in agreement with your Manager.

All employees are expected to work some evenings and Saturdays depending on the operational needs of the department. In certain circumstances we may ask you to work on Sundays and Bank Holidays. If this is the case, you will be paid at double time for the hours worked.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

This post will on occasion be required to work additional hours above their normal working week, e.g. to provide cover for other Finance staff in their absence (e.g. holidays, sickness)

Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu or overtime will be paid as follows;

- Any additional hours up to 40 hours each week will be paid at single time at your normal hourly rate, any additional hours over 40 each week will be claimed as time off in lieu at single time will be given.

All meal breaks are unpaid.

Holiday Entitlement

The annual holiday entitlement based on a 13 hour per week contract is 52 hours (i.e. 4 weeks) per annum plus bank holidays pro rata. This increases to 58 hours (4.4 weeks) plus bank holidays following 3 years continuous service and 65 days plus bank holidays entitlement following 5 years continuous service is 65 hours (i.e.5 weeks) plus bank holidays pro rata.

Probationary & Notice Period

The probationary period for this post is 6 months.

The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 4 weeks.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The basic employee contribution of 1% is matched by the New Vic.

Also, the company has a pension scheme where the company makes a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

Advice on Completing the Application Form-

Please take care in completing the application form. The decision to shortlist for interview will be based on the information you provide on this form.

All jobs at the New Vic Theatre have a Job Description and Person Specification which lists the skills, knowledge and experience required. Please ensure you have both the Job Description and the Person Specification before you complete this form - you will not be short listed unless you can demonstrate in your application that you meet all of the requirements listed.

New Vic Theatre values diversity in the workplace and positively encourages applicants from all sections of the community. In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information. CV's and covering letters will not be used during short listing.

Disclosure Service Policy Statement on the Recruitment of Ex-Offenders

- As an organisation using the Disclosure and Barring System (DBS) service to assess applicants' suitability for positions of trust, the New Vic Theatre complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- The New Vic Theatre is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interviews based on their skills, qualifications, and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within the New Vic Theatre and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the New Vic Theatre to ask questions about your entire criminal record we only ask you about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- We endeavour to ensure that all those at the New Vic Theatre who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also endeavour to ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.