

National Theatre Wales

Job Description: Finance Coordinator (maternity cover)

Main Purpose of the Job:

The Finance Coordinator is responsible for providing day to day support to the finance function, assisting with all areas of the company's finances and working across all areas of the organisation.

Reports to

Head of Finance

Working for NTW

Every member of staff at National Theatre Wales has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work and ethos and Company Members are encouraged to go and see work, develop networks and connections, introduce new artists and community members to NTW and help develop ideas for the future. Attendance at Company meetings and Ideas meetings, and active involvement with NTW TEAM – our programme involving a wide range of communities in everything we do – is a valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

Key Tasks

Purchase & Sales Ledgers

To make payments to suppliers and other third parties, properly reconciled to purchase orders and to raise sales invoices and ensure that their repayment is properly accounted for

- To reconcile all purchase ledger payments to purchase orders and contract logs (as appropriate), maintaining a record of all fee payments due.
- To make appropriate arrangements for payments to suppliers, freelance creative and production staff etc, either by means of BACS transfer (via internet banking software) or cheque, ensuring that such payments are made in a timely and accurate manner, appropriately authorized and that remittance advices are issued for all payments.
- To raise sales invoices as and when required, ensuring that their repayment is properly accounted for, and to monitor and pursue the recovery of outstanding debts
- To bank income promptly, as and when received
- To ensure that all purchase ledger payments (including direct debit and standing order payments), sales invoice transactions and sales/other income receipts are entered on to the ledger system accurately and promptly, VAT elements properly dealt with, and that all invoices, payment documentation and income remittances are filed appropriately
- To reconcile supplier/debtor balances and creditor/debtor control accounts on a quarterly basis.

Payroll and Pensions

To administer the company's payroll, pensions and tax arrangements, ensuring compliance and best practice

- To join all new staff to payroll ensuring that appropriate starter forms are completed and adequate information held for HMRC purposes
- To prepare and make appropriate arrangements to pay weekly and monthly payrolls by means of BACS (internet banking software) that are consistent with contractual terms and conditions and to ensure that all payroll related documentation due to staff (e.g. pay slips, P45s, P60s) is issued in a prompt manner, in accordance with relevant timescales
- To reconcile payroll records, completing and submitting all monthly and annual Real Time Information returns to HMRC.
- To maintain and reconcile the company's pension scheme records via the pension provider's

- software portal, including details of new joiners and leavers and pension contributions collected
- To maintain and reconcile the records of pension contributions collected in respect of the Equity pension scheme
 - To deal with the payment over of all statutory and other deductions from pay, including pensions, and to submit appropriate returns to HMRC and pension providers in accordance with timescales
 - To ensure that all payroll and pension related payments, deductions and payments are entered on to the ledger system accurately and promptly and that all payroll and pension related documentation is filed appropriately
 - To reconcile all payroll and pension related control accounts on a quarterly basis.

Staff Expenses

To make payment of all properly authorised and substantiated expense claims.

- To verify that all expenses claims received are appropriately authorised and substantiated, in accordance with the company's agreed expenses policy, are properly coded with VAT elements separately identified where appropriate, and to make payments in a timely and accurate manner, in accordance with agreed processes and timescales
- To ensure that all expenses payments are entered on to the ledger system accurately and promptly, VAT elements properly dealt with, and that all expenses claims are filed appropriately.
- To reconcile the staff expenses control accounts on a quarterly basis.

Petty Cash account administration

To administer the company's petty cash account, making all relevant reimbursements and ensuring that an adequate cash balance is maintained.

- To monitor the cash balance, ensuring that an adequate balance is maintained at all times, and making appropriate arrangements for replenishment when necessary.
- To verify that all petty cash claims are properly substantiated and authorised in accordance with the company's accounting procedure
- To ensure that the use of all cash advances is properly substantiated, and the repayment of surplus funds properly dealt with, and to reconcile the use and coding of all cash advances in a timely and accurate manner.
- To maintain an accurate record of all petty cash account transactions and to ensure that all petty cash account transactions are entered on to the ledger system accurately and promptly, VAT elements properly dealt with, and that all petty cash documentation is filed appropriately.
- To reconcile the petty cash control accounts on a quarterly basis.

Card account reconciliation

To reconcile monthly card statements to transaction records and supporting documentation

- To ensure that receipts, and pro forma transaction schedules where appropriate, are received from card holders on a monthly basis and to reconcile monthly card statements to transaction records, in a timely and accurate manner
- To verify that that all card transactions are properly substantiated and authorised, in accordance with the company's accounting procedures.
- To ensure that all card transactions (including posting of automatic card balance repayments) are entered on to the ledger system accurately and promptly, VAT elements properly dealt with and that all card statements, receipts and other documentation is filed appropriately.
- To reconcile the credit card and prepaid card control accounts on a quarterly basis.

Online ticket sales and donations

To reconcile amounts received to relevant systems and records

- To reconcile all online ticket sales and donations income received, by reference to the Tessitura CRM system, merchant provider systems (Elavon and Sagepay) and bank records.
- To ensure that all such income is entered on to the ledger system accurately and promptly, VAT elements properly dealt with, and that all relevant documentation is filed appropriately.
- To make Gift Aid submissions to HMRC as required, in respect of donations received, dealing with any queries received and ensuring that income received is appropriately posted to the ledger.

Bank Account and PayPal administration

To monitor and reconcile balances.

- To monitor and reconcile bank balances and to make recommendations to the Head of Finance as and when funds need to be transferred between accounts, taking account of known forthcoming commitments.
- To monitor and reconcile the company's PayPal account.
- To ensure that all bank transfers and PayPal transactions are entered on to the ledger system accurately and promptly and VAT elements properly dealt with.

General

To provide assistance to the Head of Finance and to other staff

- To provide assistance to the Head of Finance as required.
- To deal with appropriate queries raised by external auditors and others.
- To ensure that the company's agreed financial procedures and policies are properly adhered in terms of the processes dealt with.
- To provide assistance to other staff on matters of a financial nature.
- To develop appropriate pro forma financial templates, as and when necessary.

Person Specification

Essential

Qualifications and Experience

- Experience of working in a financial administration role, and knowledge of associated processes.
- Experience in the processing of purchase ledger and payroll payments, staff expenses and pension contributions, and of the production of relevant documentation and reports.
- Experience in the use of on-line ledger (preferably Sage) and payroll systems.
- Experience in the use of internet banking software.

Knowledge and Skills

- Knowledge of HMRC requirements in respect of the processing of payrolls and expenses.
- Reconciliation and strong numeracy skills.
- Excellent written and oral communication skills.
- Confident PC skills, particularly Excel and Word processing software.

Personal Attributes

- The ability to work methodically with an attention to detail in accordance with procedures / deadlines, and to organise and prioritise workloads.
- Flexibility and initiative in carrying out a wide range of duties.
- Good problem solving abilities.
- Commitment to team working.

Desirable

Qualifications and Experience

- An appropriate financial qualification or part qualification
- Experience of administration of petty cash and PayPal accounts.
- Experience of pension and merchant provider software.

Knowledge and Skills

- Knowledge of Gift Aid
- Knowledge of pension auto enrolment
- Knowledge of General Data Protection Regulations (GDPR) compliance
- Knowledge of Tessitura (Customer Relations Management system)
- Knowledge of Welsh-language skills

Personal Attributes

- Enthusiasm for the arts in general and for theatre in particular

TERMS AND CONDITIONS

Salary: £26,530 per annum pro rata

Hours: 40 hours per week (to include a compulsory one-hour lunch break per day)

Holidays: 25 days per year (excluding statutory Bank Holidays)

Term: Fixed term (9-12 months (tbc)), full-time contract

Notice: Following completion of a successful probationary period, the notice period is one month on either side.

Pension: After completion of a satisfactory probationary period the employer offers a stakeholder pension with Royal London, whereby contributions can be deducted from salary. There is a 5% contribution from the Employer at present (employee contribution is at own discretion). This employment is not contracted out of the State pension scheme.

