

Kickstart Finance Assistant Job Description

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Company Introduction:

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50th anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director.

Purpose of the job:

We are recruiting a Finance Assistant to process purchase invoices we receive from our suppliers and make sure that these are prepared for payment on time. This role also includes processing expense claims and assisting team members with a range of items to help us meet our weekly and monthly deadlines.

You are confident in sending emails, using Excel, initiating conversations and an excellent team worker. Most of the conversations will be via telephone and we are based in an office in the theatre building. Training on all software will be provided.

We need you if you are passionate about the arts and personal development and want to be part of a Finance team at a theatre!

Essential skills, experience and qualifications

Self-starter, well organised and committed to delivering as part of a team.
Excellent standard of spoken and written English; minimum grade C at GCSE.
Ability to deal with tight deadlines.
Ability to deal with suppliers on telephone calls to efficiently establish what is required and by when, and escalate items as needed to other team members.
High standards of customer service, including excellent interpersonal skills, and first-class telephone manner.

Number of Hours: 25hrs per week

Working Pattern and Contracted Hours: Monday – Friday 9am – 5pm

Hourly Rate of Pay: National Minimum Wage