

**beacon**  
arts centre

[www.beaconartscentre.co.uk](http://www.beaconartscentre.co.uk)

LIGHTING UP LIVES  
IN INVERCLYDE



# RECRUITMENT PACK

FINANCE & ADMIN ASSISTANT

**OCTOBER 2021**





# WHO ARE WE?

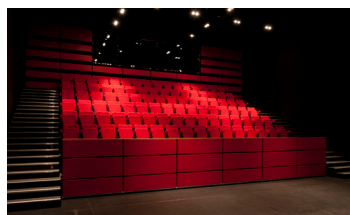
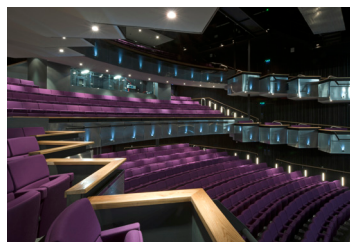
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**We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.**

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



**Beacon Arts Centre**  
Custom House Quay, Greenock PA15 1HJ  
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[www.beaconartscentre.co.uk](http://www.beaconartscentre.co.uk)



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@thebeaconarts



@thebeaconarts



Beacon Arts Centre

# WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



## OUR PROGRAMME

Throughout the year, we stage a mix of award-winning theatre, music, dance and touring arts programmes, ranging from National Theatre of Scotland and Scottish Opera productions to large-scale community musicals and jazz, folk and classical music concerts. We present intimate performances for younger children and their families, and we host a range of festivals, exhibitions, classes, workshops and events too, delivering a year-round buzz of captivating, creative activity.

## OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

## OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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Beacon Arts Centre

## ABOUT THE ROLE

# FINANCE & ADMIN ASSISTANT

## JOB PROFILE

To support the Finance Team in providing a general finance, administrative and payroll service.

## RESPONSIBILITIES

### FINANCE AND ADMIN DUTIES

- Coordinate purchase orders, process invoices and payments via online banking
- Coordinate sales orders, raise invoices and process income
- Enter financial details on the SAGE ledger
- Undertake bank reconciliations
- Working closely with the Finance Officer, pursue aged debtors and creditors
- Process cash, card and online payments from Box Office, Café, and ancillary sales
- Control and issue petty cash as and when required in accordance with company policy
- Maintain filing systems in a confidential, orderly, and up-to-date manner
- Prepare company finances for annual audit inspection
- Assist Finance Officer with payroll/pension calculations and processing
- Maintain accurate holiday and absence records
- Provide general administrative support

- Maintain staff training records
- Assist in the preparation and payment of post-show settlements.

### OTHER DUTIES

- Use Box Office reporting system
- Use Room Booking software system
- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
- Carry out any other duties that may be requested by the management team

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# FINANCE & ADMIN ASSISTANT

## ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- A qualification in related sector or be able to demonstrate the necessary level of competence through work experience.
- Experience of bookkeeping and financial management
- Understanding of customer service standards
- Excellent communication skills
- Ability to keep clear and accurate records and present them in an effective way
- To be aware of, and comply with, rules and legislation pertaining to Health & Safety at work

## SKILLS & VALUES

- A team player who works with colleagues to secure stronger outcomes.
- A positive, proactive, and flexible approach to your work with a high degree of personal accountability

## REQUIREMENTS FOR THE JOB

- Ability to work with relevant IT packages particularly Office 365
- The post holder will be expected to support our vision and mission and live our values
- To work in accordance with the EDI policy of the Beacon

# SUMMARY

## JOB TITLE

Finance Assistant

## RESPONSIBLE TO

Finance & HR Officer

## CONTRACT

Part-time - permanent

## HOURS / OVERTIME

20 hrs per week

## SALARY

£20,660 pro rata

## HOLIDAYS

33 days inclusive of bank holidays pro rata

## PROBATIONARY PERIOD

3 months

## NOTICE

One week during probationary period; one month thereafter

## PENSION

There is a stakeholder pension scheme applicable to your employment. Further details are available from the HR Officer.

## HOW TO APPLY

### APPLY TO

Tessa Calder,  
Finance & HR Officer  
[recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)

### ATTACHMENTS REQUIRED

- A letter of application (1 side A4 max)
- CV (2 sides A4 max)
- Name and contact details of 2 referees (referees will not be contacted prior to interview)
- Equal Opportunities Monitoring Form (available at [beaconartscentre.co.uk/work-with-us](http://beaconartscentre.co.uk/work-with-us))

### EMAIL SUBJECT HEADING

Finance & Admin Assistant

### DEADLINE

Sunday 7 November, 5pm

### INTERVIEWS

w/c 8 November 2021

### START DATE

As soon as possible

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for any of the roles listed above, please contact [recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk).

The Beacon is committed to access, diversity and representation. We actively encourage and welcome applicants from all backgrounds and with different experiences in order to widen representation, develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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