

**February 2025**

Thank you for your interest in the post of Finance Officer (Payroll).

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our [online submission form](#) and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 03 March. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place w/c 10 March.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

## **Stratford East**

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

## **Governance and Finances**

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-

executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Officer (Payroll)
<b>Reporting to:</b>	Financial Controller
<b>Team Structure:</b>	Finance & Fundraising Director Financial Controller Finance Officer x 2

## **MAIN PURPOSE OF THE POST**

The Finance Officer (Payroll) will support the Financial Controller in the day-to-day running of the Finance Department. They are responsible for maintaining payroll in partnership with an external company, reconciling the bank accounts and petty cash. The role works across both Pioneer Theatres Ltd ('Pioneer') which trades as Theatre Royal Stratford East and Stratford East (Trading) Limited ('SET') which is a trading subsidiary of Pioneer. The appointed candidate will have brilliant personnel skills, with the ability to communicate effectively with staff who may not use financial terminology, alongside effective communication with external parties.

The Finance Officer (Payroll) is one of two Finance Officer roles (the other one has a Purchase Ledger focus) within a small team of four. The Finance Officer (Payroll) will also occasionally support the work of the Finance Officer (Purchase Ledger).

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Payroll**

- Liaise with PayPlus Outsourcing for payroll matters and ensuring all timesheets from Budget Holders are collated and sent in a timely manner (currently Monday at 5pm)
- Prepare the monthly and weekly payroll journal to be checked and processed by the Financial Controller
- Communicate with PayPlus regarding P60's and P45's
- Respond to queries from staff, Payplus, HMRC and other stakeholders.
- Make payments to HMRC and pension providers monthly and in a timely manner
- Prepare quarterly HMRC Foreign Entertainment Unit Forms (FEU) as required.

### **Banking**

- Reconcile all bank accounts weekly
- Receive and count cash takings from box office and bar teams;
- Deposit cash at the bank on a weekly basis
- Set up payments through Bankline and Payaway.
- Check and reconcile all box office and bar income on a weekly basis – including theatre tokens, agents.

### **Audit Prep**

- Prepare the statutory Headcount stats.
- Provide all audit samples as requested for Payroll/ Bank/ Petty Cash/ Credit and Debit Cards.

### **Other**

- Complete filing and shredding of paperwork, as required
- Support the Finance Officer (Purchase Ledger) during busy periods and when they are on annual leave

### **General**

- Advocate for Stratford East, its mission, aims and activity.
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
- To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Other tasks as required, commensurate with the overall purpose of the post.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and Knowledge</b>		
Minimum one years' experience of working in a small, busy accounts office, covering a varied workload	X	
Purchase ledger experience		X
Sales ledger experience	X	
Bank reconciliations experience	X	
Petty cash accounting experience	X	
Experience of XERO and ApprovalMax	X	
Payroll Experience	X	
Experience of VAT		X
<b>Skills</b>		
IT literate, in particular experience of Microsoft Office including intermediate Excel skills and experience of complex spreadsheets	X	
Excellent attention to detail and accuracy in preparing high quality finance and reporting information	X	
Strong administrative and organisational skills	X	
Excellent time management skills	X	
Good communication skills	X	
<b>Personal Attributes</b>		
Ability to work under pressure	X	
Ability to explain financial processes to staff that do not have a finance background		X
Detail Orientated	X	
Demonstrated ability to work as part of a team	X	
<b>Qualifications</b>		
At least part qualified in ACCA, ACA, CIMA or AAT or QBE (qualified by experience)		X

## INFORMATION

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

<b>Contract type:</b>	Part time, permanent
<b>Salary:</b>	£17,400 - £21,000 per annum, depending on experience (based on a full-time salary of £29,000-£31,500 per annum)
<b>Hours of Work:</b>	24 hours per week, spread over 3-5 days, Monday must be worked, at least in part.
<b>Holidays:</b>	30 days per annum including bank holidays pro rata. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days pro rata.
<b>Probation:</b>	6 months
<b>Notice Period:</b>	2 months (after probation)
<b>Pension:</b>	Up to 5% matched pension contribution after qualifying period
<b>Other Benefits:</b>	Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.).

## **INFORMATION**

**Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.**

End of document.