

Assistant Management Accountant

Responsible to: Management Accountant

Contract: Full time, permanent

Salary: £28,000 - £32,000pa depending on experience

Job Purpose

- The Assistant Management Accountant is an exciting new role that will quickly become a key part of the Chichester Festival Theatre (CFT) team, working across all areas of finance.
- Supporting the Management Accountant and working with the Finance team, you will be working with CFT budget holders and their teams to provide timely and relevant financial information and analysis.
- With proven experience gained in a similar role, you will be flexible and adaptable in your approach, contributing to improving and developing our financial systems and processes.
- You will actively look for opportunities to make improvements and be enthusiastic about investing your time and expertise into expanding the provision of financial support and engagement across the organisation.

It is an exciting time to join the organisation as we open the Festival 2025 Season and launch The Nest, our third space.

Key Responsibilities

Management Accounts, Analysis & Reporting:

- Assisting and supporting the Management Accountant with the preparation of accurate monthly management accounts, detailed analysis, and other financial reports.
- Calculating, preparing, and posting monthly journals, including prepayments and accruals.
- Reconciling the monthly catering report and preparing sales analysis reporting.
- Preparing monthly balance sheet reconciliations and schedules for review.
- Monitoring department and cost centre budgets and forecasts to analyse and report on variances.
- Supporting the maintenance of the Fixed Asset register and the preparation of the monthly depreciation journals.
- Supporting the preparation of analysis of payroll-related costs from weekly payroll reports.
- Maintaining monthly expenditure reports and schedules for production-related expenditure for theatre tax relief claims.
- Assisting and supporting the preparation of the quarterly VAT returns, reviewing transactions at the end of each month.
- Contributing to the year-end audit schedules and reconciliations, taking an active part in providing information required and answering audit questions.
- Collating data and information as needed for external reporting requirements including monthly ONS surveys.

Purchase Ledger, Sales Ledger & Banking:

- Reconciliation and posting of daily Box Office banking.
- Raising monthly and ad hoc sales invoices for approval.
- Providing consistent hands-on support for the purchase ledger process.
- Supporting and assisting with the reconciliation and settlement of credit card statements and expense claims.

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- Contribute to the upgrade of our accounting system project to complete the testing and review of our transactions, and the development of changes in process.

Person Specification

Essential Criteria

- Excellent communication skills
- Experience in a similar finance role
- Strong attention to detail
- Intermediate to advanced Excel skills
- Skills and experience to work confidently with a high level of transactional data

Desirable Criteria

- Experience of charity sector finance and the management of restricted / unrestricted funds is welcomed but not essential.

Responsibilities of all Staff Members

- Be aware of the work of the other departments in the achievement of CFT's aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with the Equal Opportunities policy of CFT
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims
- Maintain a clean and safe working environment at all times
- Be an active ambassador for CFT, its aims, objectives and values
- Commit to CFT's environmental policies to reach net zero and collaborate with us in finding innovative solutions towards more sustainable theatre-making

A few more things...

We're an Equal Opportunities employer. We embrace and celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives and skillsets. We passionately believe that the more diverse and inclusive we are, the better we'll be as a company, an employer, a community hub and a theatre. We actively encourage applications from people that have been traditionally under-represented in the arts.

We really value people who will bring unique perspectives and will add new knowledge to our team. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.

You may already have seen that CFT are Disability Confident and are committed to creating a diverse and inclusive culture.

CFT have a range of policies and procedures in place which promote safeguarding and safer practice across our organisation.

All appointments are made subject to satisfactory reference and proof of eligibility to work in the UK.