



JOB DESCRIPTION – PAYROLL & FINANCE ASSISTANT

BACKGROUND

The Lyric Theatre is Northern Ireland's only full-time producing theatre.

Each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390 seat main stage and the 120 seat flexible Naughton Studio. In recent years the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity. Lyric Theatre NI is also the owner and operator of the theatre and is the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The successful café and bar are an important component of the business.

The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 70 employees.

For more information on the Lyric Theatre visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

The Payroll & Finance Assistant is a key position within the finance team, responsible for maintaining some of the core functions of the department including payroll, pensions and the purchase ledger, as well as a range of other finance duties to ensure the smooth running of the department.

This is an excellent opportunity for an enthusiastic individual looking to develop their career in accounting and finance in a unique organisation. The role will be fully supported by the Head of Finance & HR, giving the opportunity for advancement and growth within the Finance and HR function.

JOB TITLE

This title of this post is **Payroll & Finance Assistant**.

LOCATION

The post is based at the administration offices at 55 Ridgeway Street, Belfast, BT9 5FB.

PAY SCALE

Annual Salary in the region of £18,000 - £20,000 per annum (dependant on experience)

CONTRACT

The position is permanent and full-time. The notice period is 1 month.

PROBATIONARY PERIOD

The appointment will commence with a probation period of nine months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

ANNUAL LEAVE

20 days discretionary plus bank/public holidays (currently 11). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

WORKING HOURS

The standard working week will be 37.5 hours over 5 days however due to the nature of this position some degree of flexibility is required from the post holder to meet the demands of the theatre's schedule.

REPORTING TO

Head of Finance & HR

MAIN DUTIES AND RESPONSIBILITIES

Payroll

- Preparation and processing of weekly and monthly payroll including the operation of an effective salary payment system by BACS and FPS submissions
- Maintenance of accurate records of all documentation in relation to payroll, tax and national insurance
- Prepare and process P32 payments
- Completion of payroll related nominal reconciliations on a monthly basis
- Processing new starters, leavers, maternity, paternity leave etc.
- Handling of employee queries and information requests;
- Preparing and posting payroll Journals
- Maintaining the Company's Auto-Enrolment and Company Pension schemes
- Preparation of pension reconciliation spreadsheet for staff and casts,
- Uploading of weekly and monthly pension information

HR Administration

- Following the process for New Starters and Leavers, as appropriate;
- Maintenance of records for annual leave, sickness and other leave

Purchase Ledger

- Purchase Ledger maintenance including matching, coding and posting supplier invoices,
- processing fortnightly payment runs,
- supplier statement reconciliations,
- posting and reviewing Direct Debits,
- investigation of anomalies for review,
- Implementing the process for new suppliers,

Other Finance Duties

- Sales Ledger maintenance including Credit Control
- Maintenance of systems for Petty Cash payments and floats;
- Assisting with preparation of year end accounts and external audit requirements
- To support and work closely with the other members of the finance team to provide accurate, timely and informative financial information

Other

- to communicate effectively with internal and external contacts
- to observe the strictest confidentiality at all times;
- to comply with the theatre's policies and practices on health and safety and equal opportunities; and
- to undertake other duties as may reasonably be required.

ESSENTIAL CRITERIA

1. At least 1 years' experience in a similar role in a finance function including payroll preparation
2. Holder of, or currently studying towards, a professional accountancy qualification (e.g. IATI, ACCA) **or** a minimum of 2 years' experience in a similar role
3. Experience of Payroll processing using Sage Payroll or a similar payroll package
4. Experience of using Sage Line 50 or a similar accounting package
5. Proficient in the use of Microsoft Office, including intermediate or advanced Excel Skills;
6. Ability to achieve a high level of accuracy and work to strict deadlines.
7. Strong inter-personal skills, with excellent written and verbal communication skills.

DESIRABLE CRITERIA

1. Experience in Human Resources Administration
2. Experience of working in the voluntary/charity sector.
3. Experience of the Management Accounts process

PERSONAL QUALITIES

Successful applicants will be able to demonstrate the following qualities:

1. Strong inter-personal skills, with excellent written and verbal communication skills.
2. An enthusiastic and flexible approach to work
3. The ability to plan and manage their own workload
4. A natural problem solver with the ability to multi-task
5. The ability to prioritise and plan their time effectively
6. Natural aptitude for figures and attention to detail.

HOW TO APPLY

To apply please submit your CV along with a covering letter demonstrating how you meet the essential criteria and desirable criteria (if applicable), together with an Equality Monitoring form to info@lyrictheatre.co.uk or The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB.

If you have any queries about the position, or require further information, please contact Micheál Meegan, Head of Finance & HR on 02890 385675.

CLOSING DATE

The closing date for receipt of applications is **5pm, Monday 20th January 2020.**

SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview.

It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. It is essential that applicants provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate.

All applications for employment are considered strictly on the basis of merit.

Canvassing will disqualify. Late applications will not be considered.

INTERVIEWS

It is proposed that interviews for this post will be held during the week commencing Monday 20th January 2020.

DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer