



WHO WE ARE

OUR MISSION IS TO PROVIDE A WELCOMING HOME FOR CREATIVE ADVENTURES AND HUMAN CONNECTION: TO OFFER INCREDIBLE THEATRE AND OPPORTUNITIES TO LEARN AND EXCHANGE IDEAS.

Tobacco Factory Theatres is a professional theatre and arts charity that packs a punch. Setting up home on the first floor of the previously derelict Wills Tobacco building in South Bristol in 1999, we are anything but ordinary. Our unique setting makes for unique experiences and we deliver these in our trademark experimental spirit.

We work with local artists and internationally renowned theatre makers to create bold new work that challenges perceptions, kick-starts conversations and connects communities. We put people at the heart of our vision, giving them a platform to tell their own stories in their own way.

We offer a welcoming home for creative adventures and human connection; not just through incredible theatre but also through opportunities to learn, exchange ideas and attend special events. We are a charity and we present work for everyone and by everyone, working with our community both on and off the stage. We reach between 70,000-100,000 people each year.

"The future of theatre lies in places like this."
Jonathan Miller

—
Patron HM Lord-Lieutenant of Bristol, Mrs Mary Prior MBE JP
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Michael Forrest, Bertel Martin, Claudia McVie, Mark Panay, Matt Penneyard, Anna Southall
Company no. 04536120 / Charity no. 1097542



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INCLUSION AND DIVERSITY

'OUR VISION IS TO BUILD AN INCLUSIVE CREATIVE COMMUNITY ROOTED IN OUR HOME IN SOUTH BRISTOL. OUR INSPIRATIONAL THEATRE WILL TAKE PEOPLE ON CREATIVE ADVENTURES. NURTURE TALENT AND PROVIDE LIFE-CHANGING OPPORTUNITIES.'

We want everybody to be able to benefit from the incredible creative experiences we offer. To do this we want to make our programmes and our spaces feel accessible, welcoming and relevant to all. We are thus committed to championing diversity and inclusion across our audiences, beneficiaries, staff and Board.

We therefore particularly encourage applications from people who identify as BAME, disabled, LGBTQI+ or working class.

FINANCE ADMINISTRATOR AT TOBACCO FACTORY THEATRES

We are looking for a new Finance Administrator to join our Finance department. The Finance Administrator is a post which supports the work of an expanding and busy finance team at the theatre. You will be the first point of contact for internal and external queries and you will manage the day to day finances of the organisation.

You will work closely with the Finance Manager who is responsible for the financial management of the organisation, monitoring and reporting to the senior management team and Board of Trustees.

As our Finance Administrator, you will be expected to:

- Raise sales invoices and monitor payments to include Credit Control
- Process purchase invoices
- Make payments
- Run SAGE payroll
- Check floats and order cash from our bank as and when necessary
- Check income from our bar and Box Office and create reports
- Analyse department banking and post onto SAGE
- Complete bank reconciliations
- Process Show Returns
- Reconcile Petty Cash
- Perform admin tasks as required and directed by the Finance Manager
- Attend Staff Meetings, productions & keep abreast of all activities in the Theatre
- Work effectively and responsibly as a team member

We would like to hear from people who:

- Bring experience of financial processing and/or book keeping
- Have good working knowledge of SAGE Accounts and Payroll
- Have strong IT skills with good working knowledge of Microsoft Office including Excel
- Are excellent communicators in person, by email and over the phone

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- Are proactive and conscientious
- Bring a positive attitude, enthusiasm and are keen to learn
- Have strong organisational skills with excellent attention to detail
- Have the ability and enthusiasm to work either independently on projects or as part of a close team
- May be interested in flexibility in working hours at certain times of year
- Are keen to understand the work undertaken by Tobacco Factory Theatres and make a commitment to its values and ethos

You may also have:

- Accountancy qualification(s) AAT or similar level
- Previous experience of working with cash handling
- Experience in analysing budgets and financial reports
- An interest in theatre, community engagement and social change
- Previous experience in an arts or creative organisation, or in the not-for-profit sector
- Personal experience and/or characteristics that will diversify our perspectives

We recognise that each candidate will have different areas of expertise and we hope that many of the above skills can be developed in the first year.

Information about the role

Hours per week:	Part time 20-24 hours working 4-5 days with flexibility to increase or decrease during busy and quiet periods
Salary:	£21,630 per annum pro rata
Length of Contract:	Permanent
Holiday:	30 days pro rata inc bank holidays
Employer:	Tobacco Factory Arts Trust
Location of post:	The Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
Responsible to:	Finance Manager
Notice period:	Three months
Applications by:	10am on Tuesday 04 February
Interviews:	Thu 06 February
Expected Start Date:	As soon as possible

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HOW TO APPLY:

If you would like to know more about this opportunity, please contact David Dewhurst, Acting Executive Director on 0117 9020345 or david@tobaccofactorytheatres.com. You can find more information about Tobacco Factory Theatres on our website: tobaccofactorytheatres.com

To apply for this position please fill in the application form and equal opportunities monitoring form which can be downloaded from our website [here](#), and email it to recruitment@tobaccofactorytheatres.com. In the subject bar please write 'Finance Administrator'. Alternatively you can post the application and equalities monitoring form to: Recruitment, Tobacco Factory Theatres, Raleigh Road, Southville, Bristol, BS3 1TF.

If you would rather submit a video or audio file answering the questions in the application form, please contact the Theatre Administrator at theatre@tobaccofactorytheatres.com or 0117 902 0345. We do not wish to have any barriers for applying, so please get in touch if you have any concerns.

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