

TYNESIDE

CINEMA

Finance Assistant

We are seeking to appoint a Finance Assistant to support our Finance Team.

#MyTynesideCinema





ABOUT US

Tyneside Cinema is the North East's leading independent cinema and digital arts venue located in the heart of Newcastle upon Tyne where it provides a welcoming space for people from all walks of life to come together. Our venue offers four screens, displaying a vast programme of films from all over the world and three public bar, dining and café spaces which offer a place for film and food lovers to socialise.

Tyneside Cinema is a community, with film at the heart of everything we do. We believe in the power of film to facilitate empathy; as a way to challenge and transport us through the stories of lives we haven't led, into places we've never been. In the setting of our beautiful 1930's newsreel theatre, we hope to create a space that reflects this potential in film to engage and relate new ideas, experiences and stories.

ABOUT THE ROLE

The Finance Assistant will report to the Head of Finance and will be either AAT qualified/part-qualified, or qualified by experience. The role will involve working across both the Cinema (a registered charity) and its trading subsidiary. This role will be based at our premises in Newcastle City Centre.

ROLE ACCOUNTABILITIES

- Process and file supplier invoices
- Raise Sales invoices
- Preparing supplier payment runs for authorisation
- Maintenance of the debtors and creditors ledger
- Maintenance of Sales and Purchase ledgers including query resolution and relationship management
- Daily cash reconciliation
- Assist with month-end procedures
- Assist with the monthly management accounts preparation
- Assist with budget and forecast preparation
- Perform prompt and accurate reconciliations of key control accounts and inter-company accounts
- Assist with ad-hoc reporting and other projects as needed
- Other tasks and duties as reasonably required

ROLE DIMENSIONS

Title and Reporting Relationships

Position Title: Finance Assistant

Reports to: Head of Finance

Key Working Relationships

- Head of Finance
- Finance Team
- Hospitality Team
- Events Team
- Operations Team
- Audience Team
- People Coordinator

Working Hours and Pay

- Part Time (22.5 -30 hours per week)
- £25,000, pro rata.

PERSON SPECIFICATION

Essential Criteria

- Knowledge of working with financial software systems
- Minimum 3 years' experience in a finance administrative role.
- Experience of Microsoft Excel
- Understanding of double entry bookkeeping
- Basic understanding of VAT

Desirable Criteria

- Sage 50 experience would be an advantage
- Good IT skills, with an understanding of the importance of data management
- AAT qualified/part qualified Accountant, or qualified through demonstrable experience in a relevant role, ideally with experience of charity accounting
- A good communicator, both verbally and in writing
- A team player with good interpersonal skills
- Self-starter and works on own initiative
- Strong attention to detail with good analytical skills
- Ability to work in fast-paced environment whilst providing accurate and timely information to a high standard

EMPLOYEE BENEFITS

We offer a great package of benefits to support your love of film and or venue, as well as training, support and opportunities to help you grow. Below is a list of some of the things you can expect as an employee of Tyneside Cinema:

- Cinema - unlimited free tickets for personal use // 12 additional complimentary tickets every 3 months for your friends/family.
- Hospitality - 50% off all food and soft drinks for personal consumption across the venue during your working day // 25% off all food and soft drinks at all other times for you and your friends/family when visiting together.
- Staff Screenings - the cinema hosts monthly staff screenings that all staff are encouraged to attend, mainly comprised of previews of new release titles due to be included in the cinema's upcoming programme.
- 33 days holiday per year inclusive of bank holidays, adjusted pro rata.
- Enhanced company sick pay upon successful completion of probationary period.
- Hybrid working - dependent on role and working pattern.
- Access to an employee assistance programme providing a complete support network, expert advice and compassionate guidance 24/7.
- Trained mental health first aiders and health and wellbeing initiatives throughout the year.
- Free eye tests and flu vaccinations for all employees.



HOW TO APPLY

Important Dates	Closing Date: 29th April 2024
To Apply	<p>Please follow the link below to our application form below and send the following documents to joinus@tynesidecinema.co.uk.</p> <ol style="list-style-type: none">1.A CV.2.A Covering Letter explaining why you would like to work for Tyneside Cinema and what skills and experience you can bring to this role. <p>Apply Here</p>

Tyneside Cinema's goal is to promote a diverse and inclusive workplace and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds.

We are an equal opportunities employer, hiring on merit and our business need. We encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability.

If you require any reasonable adjustments in our recruitment process, please let us know.