

TYNESIDE

CINEMA

FINANCE ASSISTANT

Tyneside Cinema is seeking to appoint a Finance Assistant to support our Finance Team.



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; an award-winning learning programme which creates space for young people and adults to develop their skills and gives artists space to practice their craft; 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.

The Finance Assistant will support the day-to-day financial operations of Tyneside Cinema, ensuring accurate and timely processing of transactions, payments, and reconciliations. This role is key to maintaining the smooth running of our finance function and will contribute to month-end processes and improvements in efficiency across the organisation.

ABOUT THE ROLE

Key Responsibilities

- Process supplier invoices, payments, and transactions accurately into Sage50.
- Perform daily and monthly bank and account reconciliations.
- Support the preparation of month end accounts, ensuring accuracy and timeliness.
- Respond to ad hoc finance queries from colleagues across the organisation.
- Assist in maintaining accurate financial records and supporting documentation.
- Contribute to the improvement and automation of financial processes.
- Ensure compliance with internal controls, policies, and relevant regulations.

SKILLS & EXPERIENCE

Essential

- 2+ years experience in bookkeeping, or AAT Level 2 or equivalent.
- Experience using finance systems.
- Strong numeracy and attention to detail.
- Experience in processing invoices, payments, and reconciliations.
- Ability to meet deadlines and prioritise tasks effectively.
- Good communication skills and ability to work collaboratively.
- Strong IT skills, particularly with Excel and other MS Office applications

Desirable

- Knowledge of Sage50
- Experience in process improvement and/or automation of finance tasks.
- Experience working in a charity, cultural organisation, or similar environment.

WORKING HOURS & PAY

- Salary: starting from £26,000 p.a.
- Full-time (37.5 hours per week, but flexible for preferred candidate)

EMPLOYEE BENEFITS

We want to support your love for film and enable you to experience our amazing food and beverage venues.

Cinema

- Unlimited free tickets for personal use
- 12 additional complimentary tickets every 3 months for your friends/family

Hospitality

- Discounted food and soft drinks from the Bar Café and Vicolo

Additional Benefits

- 33 days holiday per year inclusive of bank holidays.
- Enhanced company sick pay upon successful completion of probationary period.
- Access to an employee assistance programme
- Free eye tests and flu vaccinations for all employees.



APPLICATIONS

To Apply

Please email :

- a CV to joinus@tynesidecinema.co.uk
- A video introduction or cover letter (optional)
- Complete the following application form: [Finance Assistant Application Form](#)

Deadline for applications:
Monday 1st September, 7:00pm

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.