

Bookkeeper Job Specification

September 2023

Chequer Mead Theatre in East Grinstead hosts over 250 events per year both in the main auditorium and throughout the venue. The theatre offers a mixed programme of professional and community performances and hosts many other events throughout the venue. In addition, the venue shows selected films and performances streamed live and hosts special cinema events.



Main Auditorium

We are currently looking to recruit a part-time experienced Bookkeeper (20hrs) to manage the venue's accounts and bookkeeping. Responsibilities of the role will include event analysis and reconciliation, cash handling and banking, VAT returns, invoicing, payments, expenses, asset lists and report generation and preparation and delivery of management accounts using the Xero software package. A good knowledge of Microsoft Excel is essential.

Chequer Mead is a Charity (CIO) with its own accounts operated internally. Additionally, we operate a Trading Subsidiary Company for our catering operation, The Apron. Accounts for both companies are managed by the role.

Chequer Mead has an enthusiastic small staff team who are all involved in the success of our venue and performances throughout the year, this results in a tight, supportive team that is enjoyable to work within.

This role does not require the role incumbent to take part in evening or weekend 'Duty Manager' shifts, however they are available, if desired. Duty Manager shifts, are paid as overtime at the standard rate.



Role responsible to: General Manager

Responsible for: None

Status: Part-time contract – 20hrs per week.
Permanent.

Employment is subject to a six-month probationary period. The notice period for this role is one month.

Salary: £16,000 – 20,000 based upon experience.



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Requirements	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Good writing and communication skills both in person, via email and telephone • An excellent level of numeracy • Good working knowledge of Microsoft Office products including Outlook and Word • Good working knowledge of Microsoft Excel including the use of basic formulas • Experience with Xero accounting software, or similar 	<ul style="list-style-type: none"> • Extensive experience with Xero accounting software • Experience with the Spektrix box office system • Understanding of the Priava events and venue system
Experience	<ul style="list-style-type: none"> • Invoicing • Managing, recording and making supplier payments and staff expenses • Generating monthly management accounts, including the necessary control accounts (e.g. wages, PAYE, VAT) • VAT calculations and returns • Maintaining and updating a fixed asset schedule and calculating the relevant depreciation • Report generation and preparation • Calculation of prepayments / accruals 	<ul style="list-style-type: none"> • Experience with charity accounts • Experience with subsidiary company and intercompany accounts • Cash handling • Theatre/event reconciliations
Education and Qualifications	<ul style="list-style-type: none"> • Educated to a minimum of five GCSEs or equivalent • AAT or similar 	<ul style="list-style-type: none"> • First Aid At Work • Fire Marshall training • Understanding of health and safety in the work place • Evidence of continued professional development



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Personal	<ul style="list-style-type: none">• Well organised with attention to detail• Absolute trustworthiness in relation to the handling of cash• Ability to work with a team and independently• Ability to work under pressure and to deadlines• Act as a key holder	<ul style="list-style-type: none">• An interest in theatre and/or the arts
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Please note that the role is not limited to this description and may vary according to the needs of the venue.

Specific Role Responsibilities and Tasks

The following list is not exhaustive and subject to change as the business needs grow and develop.

- Processing bills and management of accounts payable
- Producing theatre performance reconciliations (invoicing)
- Monitoring and processing payments
- Credit control
- Bank reconciliations
- VAT returns
- Journal entries including accruals and prepayments
- Preparation of management accounts
- Managing the intercompany accounts between the charity and trading subsidiary

Benefits

- Employee Assistance Programme (EAP)
- On-site Parking
- Staff discount on all food and soft drinks from The Apron

For more information or an informal chat please contact Will Perkins, General Manager (E-mail: will@chequermead.co.uk Office: 01342 325577).

An application form must be completed for us to accept your application, CVs are not accepted for this position. Application forms are available on our website at: www.chequermead.co.uk/vacancies

