



Finance Assistant (freelance)

Fee : £8.00 - £10.00 per hour (dependant upon experience)

This contract is offered on a freelance basis for 3 hours per week (Thursday) or 6 hours two weekly (Thursday) Additional hours may be required on an adhoc basis (3 monthly) to assist the Operations Manager in the completion of Management Accounts.

- *Responsible to the Creative Producer*
- *Line managed by the Operations Manager*

About Theatre Hullabaloo

Theatre Hullabaloo is a pioneering theatre company creating quality work for young audiences. We believe that children and young people have an entitlement to access theatre of the highest quality and greatest artistic challenge, so we collaborate with artists working at the forefront of their artform, developing ideas with young people, to create excellent and inventive theatre.

Duties of the Role

The post holder will be required to:

- *Match, batch and code invoices correctly*
- *Process payments*
- *Enter data into payable systems*
- *Complete Purchase and Sales Ledger*
- *Raise and prepare manual cheques*
- *Reconcile bank, petty cash, purchase ledger and sales ledger accounts*
- *Verify invoices where necessary*
- *Assist with the preparation of management accounts*

All applicants must have:

- *At least 3 years accounts experience, gained within the last five years*
- *Experience of working with charity accounts is not essential but is advantageous*
- *Experience of using department and fund coding within Sage Line 50*
- *Sage Line 50 experience*
- *Knowledge of MS Excel*
- *Excellent communication and organisational skills*

Please apply in writing, enclosing a CV (personal or company) , a comprehensive covering letter setting out your reasons for applying for the post and outlining any qualifications, experience, knowledge and skills that you feel you can bring to the role plus the names and addresses of two referees to:

Sarah Fanning
Theatre Hullabaloo
The Arts Centre
Vane Terrace
Darlington
County Durham
DL3 7AX

Or email sarah@theatrehullabaloo.org.uk

Closing Date for applications: Wednesday 15th February 2012

Interviews: Tuesday 28th February between (pm)

Commencement of Role: As soon as possible

Theatre Hullabaloo is a national portfolio organisation of Arts Council England.

We are an equal opportunities organisation.