

**Part time Financial Administrator**

1. Relevant experience in computerised accounting systems (current system Sage)
2. Monitoring the annual budget and assisting in the preparation of the annual budget.
3. Completing and submitting the quarterly VAT returns and all other duties associated with VAT.
4. Payment of invoices by whatever means as determined by the Trustees.
5. Payment of petty cash receipts and monthly reconciliation.
6. Monthly and annual reconciliations of the bank and Box Office system.
7. Preparing the final accounts to trial balance stage.
8. Liaising where appropriate with external audit.
9. Working closely with the Office Administrator who has responsibility for Payroll, Insurance, raising of invoices, other income sources and show Contract details.
10. Other duties as directed by the General Manager.

The hours are expected to be on average 16 hours per week and the salary is negotiable depending on experience.

The successful applicant would be part of a small and friendly team and if you are interested in applying for this part time post, please submit your application for the attention of the Chairman of the Trustees, Tivoli Theatre, 19-23 West Borough, Wimborne BH21 1LT .

Closing date Monday 25th July 2022.