

Finance Administration Assistant HQ Theatres & Hospitality

Job Description
Person Specification

July 2017

Finance Administration Assistant

HQ Theatres & Hospitality

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe. HQT&H operates a portfolio of regional theatres and concert halls and currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQT&H's Finance Department and head office is based in the heart of Covent Garden in central London. The finance department is a fast paced, busy environment and this role provides pivotal support to the small team of management accountants who in turn support the creative, operational and technical staff in the theatres.

Employment type:	Full Time
Salary:	Up to £22,000 p.a. dependent on experience, ability and potential.
Hours:	F/T role: 40 per week over 5 days out of 5 Subject to variation to meet business requirements. Working hours may include evenings, weekends and Bank Holidays.
Work location:	You will be based at our London office or another office within a reasonable travelling distance and will travel to and work at other HQT&H venues as the business requires.
Purpose of the role:	Supporting HQT&H's Management Accountants in respect of all financial and administrative processes, you will be responsible for the day to day recording and transactional processing of finance data.
Our ideal candidate:	A highly professional and proactive administrator with excellent time management and IT skills and a natural attention to accuracy and detail. You'll be a great communicator and have basic level financial experience, along with a flexible and calm attitude and a sense of humour!
To apply:	Please complete the job application form and send with your CV to accounts@hqhospitality.com . Closing date for applications is Tuesday 29 th August 2017.

REPORTING

You will report to the Hospitality Accountant.

KEY ACCOUNTABILITIES

Administration

- Undertake accurate and timely data entry as instructed.
- Prepare and collate ad hoc data for further analysis by the Management Accountants.
- Assist the Management Accountants in co-ordinating and reviewing templates as required.
- Monitor the return of financial data, and documents in accordance with finance deadlines and processes.
- Adopt a reactive and flexible approach to planning, prioritising and implementing day to day administration duties.

Financial

- Processing sales invoices, allocating receipts to invoices.
- Weekly bank postings and reconciliations.
- Assisting with daily cash flows
- Process weekly theatre takings and check to ticketing system
- Processing show settlements
- Prepare wages analysis and ensure completeness of income at month end
- Balance sheet reconciliations including intercompany reconciliations
- Ad hoc duties as required by the management accountant

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Evidence of data entry administration experience in a finance environment desirable.

Skills

- Strong communicator with good organisational and time management skills.
- Excellent numerical and data accuracy skills.
- The ability to process data with speed and accuracy.
- The ability to work calmly and effectively in a pressurised work environment and to set deadlines.

Knowledge

- A good working knowledge of Microsoft Office.
- Knowledge of the basic principles of accountancy.

Attitude

- A strong administrative focus and a genuine desire to deliver an excellent financial and administrative support.
- A 'can-do' pro-active attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- A willingness to work occasional evenings, weekends and/or Bank Holidays if the job role requires.
- A willingness to undertake training, learning and development relevant to the job role.

Desirable

- Advanced level Excel and Word skills.
- An interest in and enthusiasm for live theatre, entertainment and hospitality.