

Recruitment Pack for Finance Officer, Nov 2021

Thank you for your interest in joining Polka.
"The place to be for children's theatre" ayoungertheatre.com



This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and experience you would bring to the role and the qualities and values we're looking for. It also explains how you can apply and the interview process.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on 020 8543 4888 or email ed@polkatheatre.com.

We look forward to receiving your application by **Monday 13th December 2021 at 9am.**

Equal Opportunities

Polka's commitment as an equal opportunities employer means we are keen to encourage applications from people of colour, people across the gender spectrum and people who self-identify as disabled, who are underrepresented in our sector.

Our newly redeveloped venue is accessible for wheelchairs and prams/buggies; most spaces can be accessed step-free.

As a children's theatre we are generally open during the daytimes and weekends, rather than evenings, making us well suited to people who have families and/or other caring responsibilities outside of work.

As an important part of our local community in Wimbledon and the London borough of Merton, we are also well suited to people who live nearby and are looking to work locally, rather than travel into or through central London.





About Polka

Polka is a pioneering national theatre for children based in Wimbledon, South West London. The first UK venue to be created exclusively for young audiences, we celebrated our 40th anniversary in 2019. We are one of just a handful of dedicated children's venues in the UK. Presenting a year-round programme of new work made at Polka, visiting shows, and Creative Learning activities for 0-12 year olds, we continue to pioneer developments in children's theatre, nurture artistic talent in the sector, and maintain an international reputation while serving local communities.

Polka is a charity and Arts Council England National Portfolio Organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Over 100,000 people visit us each year and a further 18,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s together with our academic collaborators and the EU-funded small size network.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector. We run a free ticketing scheme, enabling children from deprived areas to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and we now have an opportunity to redevelop and reimagine Polka for future generations. Our redeveloped venue will open to the public in summer 2021.

For more information about Polka Theatre and our work, please visit www.polkatheatre.com

Polka is funded by Arts Council England, London, registered charity number 256979.



Vision and Values

Polka's mission is to 'empower children to navigate their world through inspirational theatre and creative experiences.' We are looking for people who are conscientious, proactive and reliable in their approach to work with a willingness to learn and ability to adapt to changes and share Polka's vision:

Improving children's lives, bringing communities together, creating ground-breaking theatre.

As well as our values:

Child-centred placing children at the heart of everything Polka does

Community engaging our diverse communities of children, families, educationalists and artists

Excellent pioneering, adventurous, offering the highest quality

Memorable creating magical, meaningful experiences

Inclusive welcoming, accessible, nurturing, supportive, representative.



Photo: Hufton+Crow



Job Description

This role is full-time and permanent. As part of the interview process we're open to discussing flexible working patterns. Further details can be found in the 'Main Terms and Benefits' section below.

You will play an important role, responsible for recording the expenditures and income of the day-to-day business activities and the accurate administration of the weekly and monthly payrolls. It also supports the Head of Finance and Administration with accounting projects in response to the dynamic nature of the business and the business environment that we are in.

This is an excellent chance to get experience and knowledge of all the financial processes and the reporting required to for an audited limited company operating in the not-for-profit sector.

Key Responsibilities

Your job description includes learning and taking responsibility for:

Finance

- Be the main administrator for the charge cards This involves:
 - helping and liaising with staff members to prepare their returns using our charge card platform
 - expense claims and project cash advances to ensure correct submission and input to Quickbooks
 - Regular reconciliation to ensure we stay on track with departmental card and cash spend
- Follow up in a timely manner for any missing authorisation and receipts
- Collate supplier invoices and authorisations digitally for input and weekly and monthly payment runs
- Create sales invoices from authorised requests and record payments received; chase outstanding customers
- Record daily ticket, event and other sales and reconcile control accounts weekly
- Prepare bank reconciliations weekly and investigate unreconciled items
- Identify where to improve processes, smoothing new software changes and making all processes more timely, more efficient and paperless
- Be able and willing to provide cover in periods of absence for Head of Finance and Administration.
- Assist with the preparation of the quarterly and annual VAT return using partial exemption method

Payroll and Petty Cash

- Set up and run company payroll processing from templates ensuring all standing data is correct when show payrolls are set up
- Co-ordinating with other team members to ensure timely, accurate and complete payroll processing each week
- Prepare payroll information for visitor services (including café staff) and box office teams from the rota system, ensuring data reaches Head of Finance and Administration on time
- Prepare the monthly payroll for office staff from start through to manager review
- Upload payments to the bank as required for payroll and any other bank tasks
- Ensure ledger is updated correctly for payroll journals at each payroll processing task
- Ensure all submissions (RTI, auto enrolment pension and Equity pension) are completed on time
- Be the first point of contact with the pension providers
- Reconcile net pay and all HMRC control accounts each month for all departments
- Ensure all pension payment schedules are prepared and submitted in a timely manner and reconcile the pension control accounts monthly
- Be prepared to answer payroll queries from staff, agents etc and any ad-hoc requests
- Process staff expenses claims and Soldo cards
- Maintain petty cash

Administration

- Manage the collection and distribution of post
- Responsible for the stationary budget
- Process staff welfare expenditure
- Maintain leased office equipment.
- Support the Head of Finance and Administration to create management reports, cashflow forecasts and annual budgets
- Assist in the provision of financial information to relevant staff to support funding applications and reports, returns to funders and project budgets
- Manage supplier accounts including email communications
- File emails and digital information for audit trail in accordance with the Data Protection Act and GDPR
- Liaise with and assist all departments to ensure they are providing you with accurate information in a timely manner

All team members are expected to

- Champion and honour Polka’s vision and values (you can find these on the previous pages)
- Maintain confidentiality and abide by Polka’s policies and procedures
- Follow Health and Safety rules at work
- Follow Safeguarding rules and legislation
- Actively ensure Equality, Diversity and Inclusion is part of Polka’s culture
- Contribute to Polka’s Environmental Action plan by thinking and working sustainably
- Contribute towards Polka’s fundraising goals, this may include research, writing applications, advocacy and managing relationships
- Take part in operational teams to help share learning, find joint solutions and drive change
- Participate in all training, development and wellbeing initiatives as required
- Undertake any other duties as may be reasonably required.



Person Specification

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential to have.

Skills and knowledge required	
1	Proven ability to use Microsoft Office especially Excel and a basic level of knowledge of Outlook, Word, and PowerPoint
2	Proven ability to organise tasks, giving the attention required, within a set timeframe or by a deadline
3	Proven ability to write and speak eloquently in order to build and maintain

	relationships both internally with the staff and other departments and externally with suppliers
4	Ability to work well in as a team (in a group of people) and independently (alone), to positively and proactively solve problems
5	Ability to deal with a diverse range of people at all levels using tact, diplomacy and patience
	A valid Disclosure and Barring (DBS) certificate or willing to undergo an enhanced DBS check (at Polka's expense) if a job offer is made subject to this being obtained
Experience required	
8	AAT qualified (Level 4 completed) or equivalent demonstrable qualification
9	Experience of payroll administration is essential
10	Two year's experience of QuickBooks Online accounting software or equivalent is essential
11	Experience in the charity/not for profit sector is beneficial but not essential

Main Terms and Benefits

Job title Finance Officer

Reporting to Head of Finance and Administration

Role Full time and permanent

Salary £25,000 - £26,000 per year depending on experience

Hours This role is full time and permanent. We're open to discussing a flexible working patterns dependant on experience and/or job share proposals. A full-time working week is 35 hours over 5 days Monday to Friday (excluding 1 hour for lunch). We operate a Time of In Lieu (TOIL) system for additional hours worked.

Location 240 The Broadway, Wimbledon, London SW19 1SB. Due to COVID-19 you may initially be working from home.

Holiday 20 days per annum plus bank/public holidays.

Pension and benefits

- After 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions

- Flexi-time – you can start work anytime between 9am and 10am and work the corresponding 8 hours (with one hour for lunch) within the needs of the organisation
- RISE health and wellbeing service (including face to face counselling)
- Complementary tickets for all Polka productions subject to availability
- Discounts on main meals, tea and coffee in Polka’s café.

Probationary period Appointment is subject to satisfactory completion of 3 months. Notice period during probation: 1 week for both you and Polka.

Notice Period 1 month for both you and Polka.

Application Process

Key Dates

Deadline 9.00am on Monday 13th December 2021

Interview Monday 20th December 2021

Second interview tbc

Ideal start date as soon as possible following interview



How to apply

Please complete and send the following to Bernadette Cava, Head of Finance and Administration at bernadette@polkatheatre.com or post it to them at Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB. Remember to include ‘Finance Officer’ as your email subject line or on the envelope.

Document	Link to click on
Your CV	
If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 minutes), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.	
Privacy Notice	https://polkatheatre.com/jobs/
Equality monitoring questionnaire	https://www.surveymonkey.co.uk/r/STQNVLP

The Equality monitoring questionnaire is not sent to the person named above. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application and we do not connect the two.



On completion of all the above documents by the deadline, we will acknowledge receipt of your application. We regret that late applications will not be considered.

You can find out more about us by clicking on [this link to our website](#).

If you would like to discuss this role in more detail please contact Bernadette Cava, Head of Finance and Administration on bernadette@polkatheatre.com.

Interview Process

Interviews will be held online using Zoom with Bernadette Cave, Head of Finance & Admin, and Lynette Shanbury, Executive Director on Monday 23rd August 2021.

We will email you a meeting invite, which includes a link to the interview, in advance.

We will let you know if there is anything in particular that we need you to prepare in advance.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a weeks' notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.

