

Finance Officer Recruitment Pack



Finance Officer

Blackheath Halls is looking for an enthusiastic part time Finance Officer to join our friendly and committed team, assisting with financial processes and maintaining the financial records of Blackheath Halls.

If you would like to apply, please complete the application form ([available here](#)) and equality and diversity monitoring form ([available here](#)). The deadline for applications is **Thursday 22 February at 9am**. Interviews will be held on **Wednesday 28 February**.

We positively encourage applications from interested and qualified applicants regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Whilst we are very aware this is not the case at the moment, our ambition is for our staff team to reflect the diversity of our local boroughs of Greenwich and Lewisham.

If you require this document in a different format, or have any access requirements in order to be able to apply or interview for this role, please contact

Gemma Okell at G.Okell@blackheathhalls.com
or on **020 8318 9758**.

Please also contact Gemma if you would like to have an informal conversation about the role before submitting an application.

Thank you for your interest in this position, and we very much hope you will consider joining our team.



Great Hall: Blackheath Halls Opera Candide 2022

© Lidia Crisafulli

The Hearn Recital Room: Wihan Quartet 2022

© Ernie Savarese



Blackheath Halls

Blackheath Halls is an outstanding centre for music and the performing arts in south east London, presenting a year-round programme of events including music, comedy, talks and literary events, and children's theatre. Our renowned community engagement programme includes the annual Blackheath Halls Opera, Musical Theatre courses, an orchestra, gospel and classical choirs, and Blackheath Halls Youth Choir, with gifted young people from our local boroughs.

Blackheath Halls is a wholly owned subsidiary of Trinity Laban Conservatoire of Music and Dance, and provides the Music Faculty with its regular base for large-scale rehearsals and performances. We also offer a popular venue for recordings and rehearsals by major London orchestras and ensembles, as well as for a range of commercial hires and social events in our two performance spaces, The Great Hall and The Hearn Recital Room.

Over the past year Blackheath Halls' programme consisted of 1,003 live performances, rehearsals and other activities, attended by 49,552 people. A registered charity, we are able to offer this range of activity through income from tickets,

hires and our in-house bar, along with support from various Trusts and Foundations, and over 300 generous members of our newly-revitalised Friends and Patrons scheme.



Christopher Stark and Blackheath Halls Orchestra: Candide 2022

© Lidia Crisafulli

The Smartest Giant In Town 2022 © Ernie Savarese

Blackheath Halls Youth Choir Christmas 2021 © Lidia Crisafulli

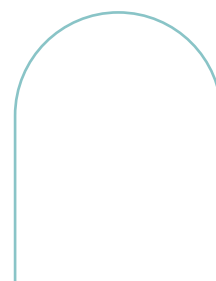
Blackheath Halls is the main concert and rehearsal venue for
Trinity Laban Conservatoire of Music and Dance students.

Big Smoke Brass UK © James Keates jk-photography

Trinity Laban Symphony Orchestra © Trinity Laban



Job Description



Post	Finance Officer
Reports to	Director, Blackheath Halls
Responsible for	n/a
Contract	Part-time (22.5 hours per week)
Salary	£17,800 - £21,500 per annum for 22.5 hours per week. (£29,271 - £35,355 FTE) depending on experience.

Overall Purpose of the Job

Responsible for maintaining the finances of Blackheath Halls (including its trading company Blackheath Enterprises), accurately leading and recording the day-to-day financial transactions of the company in a timely fashion.

Main Duties and Responsibilities

BE & BH Purchase Ledger

- Posting purchase ledger invoices, credit cards and expenses
- Posting bank transfer payments to Agresso
- Preparing & reconciling monthly creditors

BE & BH Sales Ledger

- Controlling all outstanding invoices, ensuring prompt payment and chasing outstanding debts on a weekly basis
- Preparing & reconciling month end debtors

BE Bar

- Checking and summarising daily takings sheets and posting to Agresso
- Reconciling credit card receipts to bank

BE & BH Bank

- Post all bank receipts
- Post all bank payments
- Banking cheques and cash as required
- Completing monthly reconciliations of BHH & BCH bank current accounts
- Count emergency bar cash float once a month and prepare reconciliation

Friends Current Account

- Liasing with Development Manager to allocate income to memberships or donations
- Preparing monthly bank reconciliations

Box Office, Hires and Own Promotions Processes

- Support Operations Manager in producing accurate reconciliation statements for artists/promoters and hirers
- Support Operations Manager to track invoices and payments for hirers

Monthly Journals

- Prepare Blackheath Halls journals and post
- Prepare BE & BH salary and payroll journals and post
- Prepare BE / BH monthly intercompany journal (if applicable)
- Prepare PL/SL (APAR) intercompany journals (if applicable)
- Correct journals where applicable

Monthly Management Accounts

- Capitalising fixed assets in Agresso
- Running depreciation journals in Agresso
- Preparing and reconciling all balance sheet control accounts

Statutory requirements

- Liaise with Administration Assistant to allocate and post journals for quarterly PRS Returns
- Completing surveys for Office of National Statistics and similar on request

Year End – BH and BE

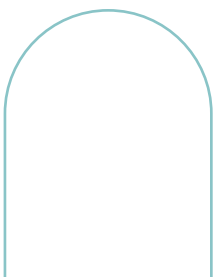
- Calculate accrued and pre-paid income and prepare and post journals
- Calculate accrued and pre-paid expenses and post journals
- Prepare sundry debtors
- Calculate sundry creditors
- Prepare payroll accrual
- Liaise with TL about year-end accounts and liaise with auditors

Trinity Laban

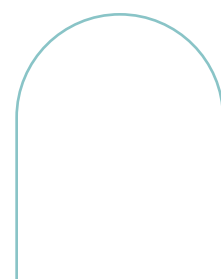
- Liaising with Trinity Laban Finance Department, including working closely with the Financial Controller to ensure processes are adhered to in a timely fashion
- Instigating processes and procedures as recommended by Trinity Laban Finance Department as parent company of Blackheath Halls
- Posting journal for all TL / BHH intercompany transactions
- Reconciling TL / BHH intercompany transactions

General

- Being familiar with and operating within BHH's general rules, regulations and policies, including but not limited to those related to Health and Safety, Safeguarding, Data Protection and Equal Opportunities
- Undertaking any other duties as reasonably requested by the Director



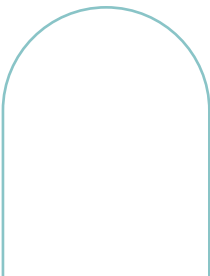
Criteria	Essential	Desirable
Experience & Skills		
Experience of double entry bookkeeping	✓	
Experience of bank reconciliations	✓	
Knowledge of VAT and charity accounting requirements	✓	
Good numeracy skills	✓	
Good IT skills including Microsoft Office applications such as Excel and Word	✓	
Excellent administrative skills, with strong attention to detail and a high level of accuracy	✓	
Experience of Agresso (or similar finance systems)	✓	
Excellent organisational skills, with the ability to work to multiple priorities and high timescales	✓	
Good verbal communication and interpersonal skills, with the ability to communicate with a wide range of people	✓	
AAT qualification		✓
Experience working in the arts, higher education or other charity		✓
Personal Qualities		
Enthusiasm for the arts and cultural and community events, particularly those of Blackheath Halls and Trinity Laban		
Enjoys working in fast moving and changing environment		
Able to work both independently and collaboratively		



Summary of Terms and Conditions of Employment

Contract	Permanent
Hours	22.5 hours a week. Weekday daytime work, working pattern to be agreed with the appointed candidate.
Salary	£17,800-£21,500 per annum for 22.5 hours per week. (£29,271-£35,355 FTE) depending on experience. Salaries are paid on the 25th of the month into bank or building society accounts
Notice Period	2 months
Location	Blackheath Halls (minimum one day per week) with the other day(s) to be worked from Blackheath Halls, Laban or from home
Annual Leave	25 days pro rata (ie. 15 days) in addition to Statutory, Bank and Public Holidays
Event Tickets	Complimentary tickets for most events at Blackheath Halls, subject to availability
Sick Pay	Blackheath Halls operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Blackheath Hall’s own sick pay scheme
Car Parking	A limited number of parking spaces are available, subject to availability

Applicants must be eligible to work legally in the UK. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.



Blackheath Presents with SongEasel

Winterreise: Francesca Chiejina & Jocelyn Freeman © Nick Rutter



Equality and Diversity

Blackheath Halls is working hard to meet the aims and commitments set out in its Equality and Diversity Policy, including trying to ensure that everyone who applies to work with us receives fair treatment.

In order to help us achieve this aim, we kindly request that you complete a monitoring form.

We understand that some applicants will be hesitant to provide the details requested. Please be aware that any information you provide will not form part of the recruitment process. The information will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Although you do not have to complete the form, by completing as much of the information as you feel able to, you will be helping us to ensure that all applicants receive fair treatment when applying for jobs with us.

Equality and Diversity monitoring form [available here](#)

Blackheath Halls Opera
2021: Venus and Adonis
© Lidia Crisafulli
2018: Dido and Aeneas
© Robert Workman
2017: Der Freischutz
© Robert Workman



Taiko Meantime: Resonance Tour 2018

© Adam Kang Photography



BLACKHEATH HALLS
PART OF TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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