



RECRUITMENT PACK

FINANCE & ADMIN ASSISTANT – MATERNITY COVER

JANUARY 2025



WHO ARE WE?

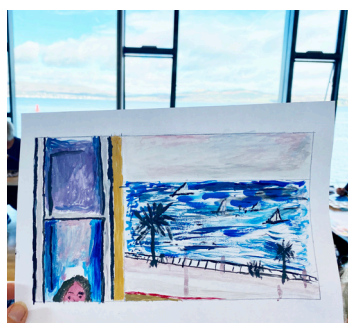
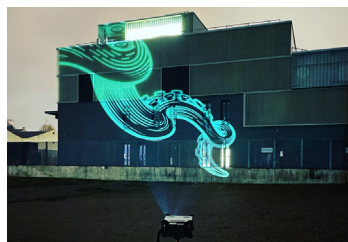
beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre
Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

We have an exciting year-long programme of theatre, comedy, music and new work throughout 2025. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from Visit Scotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre

FINANCE & ADMIN ASSISTANT – MATERNITY COVER

ABOUT THE ROLE

JOB PROFILE

To support the Finance Team in providing a general finance, administrative and payroll service.

RESPONSIBILITIES

Finance and Admin Duties

- Coordinate purchase orders, process invoices and payments via online banking
- Coordinate sales orders, raise invoices and process income
- Enter financial details onto the SAGE ledger
- Undertake bank reconciliations
- Working closely with the Finance Manager, pursue aged debtors
- Process cash, card and online payments from Box Office and ancillary sales
- Control and issue petty cash as and when required in accordance with company policy

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

- A qualification in related sector or be able to demonstrate the necessary level of competence through work experience
- Experience of bookkeeping and financial management
- Understanding of customer service standards
- Excellent communication skills
- Ability to keep clear and accurate records and present them in an effective way
- To be aware of, and comply with, rules and legislation pertaining to Health & Safety at work

- Maintain filing systems in a confidential, orderly, and up-to-date manner
- Prepare company finances for annual audit inspection
- Assist Finance Manager with payroll/pension calculations and processing
- Maintain accurate holiday and absence records
- Provide general administrative support
- Maintain staff training records

OTHER DUTIES

- Use Box Office reporting system
- Use Room Booking software system
- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
- Carry out any other duties that may be requested by the management team

SKILLS & VALUES

- A team player who works with colleagues to secure stronger outcomes
- A positive, proactive, and flexible approach to your work with a high degree of personal accountability

REQUIREMENTS FOR THE JOB

- Ability to work with relevant IT packages particularly Office 365 and Sage.
- The post holder will be expected to support our vision and mission and live our values
- To work in accordance with the EDI policy of the Beacon

SUMMARY

JOB TITLE

Finance & Admin Assistant
– Maternity Cover

REPORTS TO

Finance & HR Manager

CONTRACT

Part-Time – Maternity Cover
– 6 months with possible extension

HOURS

15 hours per week

SALARY

£24,784 pro rata

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Manager
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. A letter of application (1 side A4 max)
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Finance & Admin Assistant – Maternity Cover

APPLICATION DEADLINE

Monday 10 February 2025, 5pm

INTERVIEWS

Thursday 13 February 2025

START DATE

As soon as possible

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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