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**BOOKKEEPER INFO PACK**

**Job Title:** Freelance Bookkeeper / Administrative Assistant

**Reports to:** Tracy Basu, Company Manager

**Fee:** £15 per hour

**Contract dates:** To start May 2021

**Working Hours:** 1 day per week on average – hours to be mutually agreed between successful applicant and organisation on an ongoing basis.

**Deadline:** Thursday 8th April 5pm.

**Interviews:** Friday 16th April 2021 either on zoom on in person in Bradford

**Our Work**

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally.

**Context to the role**

Common Wealth are a small, growing organisation. We entered the Arts Council England National Portfolio in 2018 and in the last few years have grown the organisation from 2 to 9 staff and established year-round programmes of activity in both Bradford and Cardiff. The Company Manager has, to date, had responsibility for setting up and maintaining the finance and administrative functions of the company. However, for capacity reasons we feel that now is the right time to appoint a part time book-keeper/administrator.

We are a Company Limited by Guarantee with Charitable Status and have a turnover of approximately £400,000 per year with income made up mainly of grants, commission income and fees. We employ 9 members of staff and work with a large number of freelance staff throughout the year. We are a critical stage in our journey, having expanded significantly in recent years, established teams in two cities and now opening Common Space, a community arts building, in Bradford city centre.

**Who we are looking for**

You will be an experienced and effective bookkeeper and administrator with strong attention to detail and good written and verbal communication skills. Experience of Sage bookkeeping and payroll software is essential. An interest in the performing arts and Common Wealth’s work, values and purpose is desirable.

You will have capacity to work one day per week on average for Common Wealth. We are however open to discussing how these days are worked throughout the month so they suit the availability of the successful candidate and the needs of the organisation.

We welcome applications from everyone and particularly encourage applicants who are usually under-represented in the theatre industry.

**Job Description**

Since this is a new post, we imagine the scope/detail of the role will develop as we work together. In the first instance however, the role will include the following:

* Bookkeeping – maintaining the purchase ledger, sales ledger, fixed asset register, cash book and nominal ledger.
* Month End – completing month end finance procedures
* Payroll – processing monthly payroll and submitting all returns to HMRC
* Gift Aid – preparing gift aid returns to HMRC
* Administration – completing ad-hoc administrative tasks to support with monitoring and evaluation for funding bodies.
* Administration – preparing draft contracts for employees and freelance staff

**Person Specification**

**Essential**

* An experienced book-keeper and administrator
* Good working knowledge of Sage bookkeeping and payroll software
* Good Microsoft Office, Excel and Word skills
* Good written communication
* Excellent communication skills and the ability to develop relationships
* Confident using Zoom and working remotely to complete tasks
* Highly organised and methodical
* Independent working and the aptitude to be self-motivated when necessary
* Ability to work as part of team, to work fast and effectively under pressure and to tight deadlines

**Desirable**

* An informed interest in the work of Common Wealth and a commitment to our vision and core values

**Application process**

If the person we’re describing sounds like you, we would love to hear from you. Please email your CV and a statement about why you’re interested with the title ‘BOOKKEEPER POSITION’ in the subject line to: [tracy@commonwealththeatre.co.uk](mailto:tracy@commonwealththeatre.co.uk)

We will inform candidates if they have been selected for interview on Friday 9th April with interviews being held on Friday 16th April. The ideal candidate would start at the beginning of May.