

BOOKKEEPER

The Regal is a wonderful community theatre and we are very aware of how vital it is to manage our funds impeccably, to ensure we can keep this local treasure open and vibrant. That's why we need a knowledgeable and skilled bookkeeper, to help manage the day to day accounting for the theatre and ensure our accounting system works well and efficiently

What's involved?

- Collecting, counting, recording and banking, cash, cheques, card slips etc, and reconciling bookkeeping data to bank statements
- Downloading ticket sales data from Box Office ticketing system and reconciling to payments received
- Entering all income and sales into Accounts using a suitable accounting system
- Calculating payment to Acts from information given, including PRS (performance royalties). Collecting PRS data to complete and submit the annual PRS return
- Recording cash purchases, receiving and paying invoices for goods and services bought
- Receiving Friends subscriptions and Gift Aid data, and making the annual Gift Aid claim on HMRC website for subs, bucket collections and donations
- Being a signatory on bank accounts, and authorising payments
- Liaising with the Treasurer

This role will suit people who

Have previous bookkeeping experience, an aptitude with figures and the confidence to calculate rates and reconcile accounts. Possess a good understanding of Excel and knowledge of accounting software, plus the ability and confidence to learn new systems.

What's in it for you?

- Enjoying being part of a team of friendly volunteers dedicated to promoting the Regal, which contributes so much to the local community and surrounding areas.
- The opportunity to use and expand your skills and financial know-how to help keep the Regal finances in order
- Teaming up and working with new and interesting people to complete a common goal

<u>Place of work</u>	From home and in the Back Office at the Regal Theatre
<u>Time commitment</u>	TBA
<u>Report to</u>	The Regal Theatre Treasurer
<u>Training</u>	You will receive training on systems, procedures, and have support and mentoring from the Treasurer and other volunteers.