



Finance & Settlements Administrator

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 125 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



Our Vision & Mission

"To ensure the performing arts are essential to our communities."

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

Inspire - as a source of entertainment, enlightenment, joy, and wellbeing;

Explore - forging into the new, inventing fresh approaches and developing different ways of working;

Connect - with our communities, meeting their needs, striving to include everyone;

Educate - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

The Role

Job Title: Finance & Settlements Administrator

Hours: Flexible between 30 - 37.5 hours per week over 4-5 days depending on the availability of the successful candidate

Reports to: Finance Manager

Salary: £21,684 - £27,105 per annum pro rata

Background

In addition to producing our own work, Perth Theatre and Concert Hall hosts a wide range of performance from visiting artists, promoters and touring companies. After each performance, the Finance & Settlements Administrator is responsible for calculating the amounts due to artists and promoters based on contractual terms. This process is known as the settlement.

Duties and Responsibilities

This job description describes the principal purpose and main elements of the role at this time. It is a guide to the nature of the main duties as they currently exist, but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

Settlements:

- Maintain an accurate, up to date record of performances and settlements;
- Produce settlements and distribute for internal approval before issuing to external parties;
- Act as the main contact with promoters in relation to payments;
- Record settlements and purchase invoices within our Finance system;
- Ensure merchandise sales are correctly recorded & settled;
- Work with the Head of Music to gather additional information as required;
- Completing and filing of quarterly Performance Rights Society (PRS) return;
- Completing and filing of quarterly Foreign Entertainers Unit return;
- Completing and filing of annual Schedule 23 return to HMRC.

Finance:

- Create and issue sales invoices for conferences and other chargeable events;
- Ensure sales invoices are paid timeously, chasing payment as necessary in conjunction with the relevant department;
- Reconcile credit card receipts within the finance software;
- Process general purchase invoices in conjunction with the Payroll and Purchase Administrator;
- Maintain income and expenditure records to aid financial analysis;
- Undertake any additional finance tasks and special projects assigned from time to time by the Head of Finance & HR or the Finance Manager.

Organisational:

- Maintain spreadsheets to enable performance analysis;
- Provide general administrative duties including, emailing and filing;
- Assist with the creation of contracts;
- Work with the Executive Assistant to provide administrative support across Perth Theatre and Concert Hall's systems and processes including the development and maintenance of our events booking software, Yesplan.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

What We're Looking For

Essential:

- HND in Business Administration, or at least three years' financial or administrative experience;
- Strong organisational skills and time management skills;
- Good verbal and written communication skills;
- Competent keyboard/PC skills;
- Proven experience of Microsoft packages, in particular Word, Excel and Outlook;
- Strong numeracy skills and attention to detail;
- Good interpersonal skills;
- Ability to use initiative and be self-motivated;
- Ability to work effectively as part of a team.

Desirable:

- Experience of general office procedures;
- Experience using Xero accounting software;
- Knowledge of or interest in the Arts.

Terms & Conditions

Salary: £21,684 - £27,105 per annum pro rata paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable.

Annualised hours: Flexible between 30 and 37.5 hours per week over 4-5 days (1,560 - 1,950 hours per annum), depending on the availability of the successful candidate.

Annual Leave entitlement: 30 days, pro rata (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service) including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

This role is subject to a 4-month probationary period. During probation, notice will be 1 week, and subsequent to the successful completion of probation, notice shall be 1 month.

How to Apply

Deadline: Mon 31 August 2026 (12 noon)

Interviews: From week commencing 7 September 2026

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to: recruitment@perththeatreandconcerthall.com

If you have any questions regarding this opportunity, please contact our Finance Manager, Nichola Bannister: nicholab@perththeatreandconcerthall.com.