



Payroll & Finance Assistant

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 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: Payroll & Finance Assistant

Status: 37.5 hours per week

Salary: £28,987.50

This role will form a part of our Finance and HR Department. The Finance and HR Department services all the financial and people needs of the organisation. The financial and people activities of the department fall into three identifiable categories:

- Organisational and statutory tasks to service the day-to-day financial requirements of the organisation (e.g., payroll, recruitment and induction, banking, petty cash and VAT).
- Provision of management information to the Trustees, the CEO and the Heads of Departments to support and advise in the financial management of the organisation (e.g., budgetary control, variance analysis and management accounts, absence statistics and training requirements).
- Leading the continuous improvements of organisation-wide financial and people arrangements (e.g., internal audit, development planning and forecasting, training, recruitment, equality and diversity).

The appropriate and relevant Finance and HR department staff will also be involved in general organisational issues. The Finance Manager will be part of the wider management team of the organisation. The Head of Finance and HR will be part of the Leadership Team and play a key role in strategic decision-making throughout the organisation.

The department is currently using Xero, BrightPay/BrightPay Connect and the 365 Microsoft Office suite of software.

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

Duties and Responsibilities

Payroll

- To ensure that the systems within the payroll operation throughout the organisation are compliant with the organisation's financial procedures;
- To identify any payroll issue which may necessitate an investigation, in conjunction with the Head of Finance and HR, the Finance Manager and HR;
- To ensure all payroll data collection, including personal information is collected and input accurately on an on-going basis and within defined timescales;
- To liaise with the HR regarding starters, leavers and changes to contract terms;
- To liaise with the production department regarding cast & crew payment information;

- To accurately run the payroll within the relevant software in accordance with the agreed cut off and payment dates and in accordance with finance procedures;
- To ensure all payroll payments to external agencies are made timeously and provide accompanying paperwork;
- To do payroll reconciliations and effective problem solving where relevant;
- To manage the payroll email inbox;
- To submit the monthly ONS payroll statistics if relevant;
- To liaise with external agencies regarding payroll information.

Purchase Ledger

- To have oversight of the Accounts email inbox;
- To support the Finance Manager to ensure that the systems within the purchase ledger operation throughout the organisation are fully compliant with the organisation's financial procedures;
- With the assistance of the Admin Assistant, to ensure that the purchase ledger is accurately maintained – that all valid supplier invoices and credits have been correctly coded, authorised and entered into the accounts software and then are saved and filed appropriately on an ongoing basis and within defined timescales;
- To be responsible to for arranging payment of purchase invoices via regular payment runs and ad hoc payments, in accordance with financial procedures;
- To ensure that purchase ledger reconciliations are carried out, including supplier accounts, together with effective problem solving of supplier account issues;
- To ensure that supplier details are kept up to date.

Sales, Cash and Bank

- To assist with the banking of cash and other receipts;
- To ensure income is correctly recorded and coded within Xero;
- To prepare bank reconciliations;
- To check settlements produced by the Settlement and Finance Administrator in conjunction with the Finance Manager;
- To check the sales invoices produced by the Settlement and Finance Administrator in conjunction with the Finance Manager.
- To ensure, in conjunction with the Finance Manager, intercompany transactions and recharges are accurately entered into both companies in accordance with finance procedures;
- To ensure control accounts are regularly reconciled.

Other Duties

- To assist the Finance Manager and the Head of Finance and HR in the development of policies and procedures for the relevant areas of responsibility;
- To assist the Finance Manager and the Head of Finance & HR to train the relevant staff across the organisation in adherence to the policies and procedures for the relevant areas of responsibility;
- To provide effective support and assistance to Finance Manager and the Head of Finance & HR to ensure that all departments are working within the organisation's finance procedures;

- To assist the Finance Manager and the Head of Finance & HR with other data input and reconciliations as necessary;
- To carry out general administration duties and filing;
- To deal with queries both internally and externally efficiently and promptly;
- To complete other tasks and special projects assigned from time to time by the Finance Manager or the Head of Finance & HR;
- To act professionally at all times.

Person Specification

The ideal candidate will have:

- Experience of working in a finance or payroll role;
- Excellent people skills;
- Ability to work well with colleagues, multiple departments and within a team office environment;
- Excellent communication skills;
- Ability to prioritise and remain resilient in the face of multiple demands upon time available and a busy workload;
- Ability to use initiative, overcome obstacles and problem solve.

Terms & Conditions

Salary: £28,987.50 per annum paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable;

Annualised hours of 37.5 hours per week (1,950 per annum).

Annual Leave entitlement is 30 days (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 6-month probationary period.

How to Apply

Deadline: 18 June 2025

Interviews: 26 & 27 June 2025

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

recruitment@perththeatreandconcerthall.com