

16 November 2023

Dear Applicant

Finance and Administration Assistant (part-time)

Thank you for your interest in the above vacancy. Please find attached:

- Person Specification
- Job Description
- Application Form Parts A & B

Please also refer to the Traverse Vision, Mission and Values Statement and Candidate Privacy Notice which can be viewed and/or downloaded from the jobs page on our website at www.traverse.co.uk/jobs

If you wish to apply please complete all sections of the application form, sign the declaration and send with a covering letter. Should you require to make your application in an alternative format please contact us as soon as possible on 0131 228 3223 or by email to jobs@traverse.co.uk and we will make every effort to meet any reasonable request.

Completed applications must be either:

1. Emailed to jobs@traverse.co.uk or
2. Posted to the address marked on the application form.

Applications should arrive no later than **5pm on Thursday 30 November 2023**. Please note that late applications will not be accepted. If you submit your application by e-mail you must ensure that you receive an acknowledgement from us within two working days. Postal applications will be acknowledged by email within 2 working days of receipt. If you do not receive an acknowledgement of receipt from us within 5 days of submission please contact jobs@traverse.co.uk

The panel will interview those applicants who appear, from the information available, to be the most suitable in terms of skills, qualifications and experience. It is essential that you give full details in each of the sections and provide evidence of how you meet the particular experience and qualities sought. The Traverse will guarantee an interview to any applicant with a disability and who meets the minimum person specification criteria. Should you wish to be considered under these conditions please indicate this in the application form.

Interviews will be held on Tuesday 5 December 2023.

Please note all applicants must be able to provide documentary evidence of their eligibility to work in the UK and be in possession of any necessary work permit and/or visa.

We expect to receive a high volume of applications for this post and regret we will be unable to respond to everyone individually. Therefore, other than acknowledgement of receipt, if you have not heard from us by 8 December 2023 you should assume that your application has been unsuccessful.

Yours faithfully



Pauleen Rafferty
Payroll & HR Manager





Finance & Admin Assistant Person Specification

Person Specification

This is a profile of the skills and aptitudes required for the post of Finance & Administration Assistant. It lists the criteria that will be used in shortlisting and selecting candidates objectively and ensures transparency in the decision-making process. The ideal candidate will be able to demonstrate these in both their application and at interview.

Qualifications

No formal qualifications are necessary.

Skills and Abilities	Essential	Desirable
Good written and verbal communication skills	✓	
Good attention to detail	✓	
Ability to input data accurately and concisely	✓	
Ability to work as part of a team	✓	
A working knowledge of Excel, Word and Outlook	✓	
A good standard of numeracy skills	✓	
Experience of Sage accountancy package		✓

Other	Essential	Desirable
A friendly, enthusiastic and courteous manner.	✓	
A willingness to learn	✓	
An interest in the arts.		✓
A commitment to customer service	✓	

Some Terms and Conditions:

- Rate of pay £24,960 pa FTE (£12,480 pa pro-rata)
- Hours of work will be 20 per week worked over five days. Normal hours of work are 10am to 2pm, Monday to Friday, however some flexibility may be required from time to time.
- There is a probationary period of six months attached to this employment.
- Annual leave entitlement will be calculated pro rata based on a full-time entitlement of 20 days per annum, plus 12 public holidays as designated by the Theatre. Please note annual leave is not usually permitted during the period of the Edinburgh Fringe Festival.
- A contributory, auto-enrolment pension scheme is available with matched contributions of 4%.

- Prior to commencing work, applicants must be able to provide evidence of their eligibility to work in the UK and, if applicable, any necessary work permits and/or visas.

Additional

- Applicants must be available for interview on at the Traverse Theatre, 10 Cambridge Street, Edinburgh on **5th December 2023**
- We experience a high volume of applications and are unable to respond to all of these. If you have not heard from us by 8th December 2023 unfortunately your application has been unsuccessful.
- The closing date for applications is **5pm Thursday 30th November 2023**
- The Traverse Theatre is an accredited Real Living Wage employer.



Job Description

Post Title:	Finance & Admin Assistant (Part Time)
Responsible to:	Director of Finance and Operations
Responsible for:	N/A
Main Duties:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required.
Key Purpose:	To maintain the smooth day to day running of the Traverse Theatre Finance and Administration Department.

Finance

- Input and management of Purchase Ledger system for all associated companies and within dedicated timelines including monthly statement reconciliations
- Assist with preparation of payment of all suppliers within the purchase ledger and additional payments requests in line with company policy.
- Responsible for the preparation and input of Sales Ledger systems for all associated companies and credit control where required.
- Input of all income transactions into accounting package including Box Office and Bar sales.
- Assist with the financial settlements of Productions working with relevant colleagues.
- Assist with input of credit card spend and monthly reconciliation

Administration

- Responsible for all general office duties including word processing, filing, photocopying, spread sheets and database in accordance with staff requirements and ensure smooth running of the office.
- Assist with incoming and outgoing post and distribute accordingly
- Responsible for purchase of stationery and all office consumables and maintaining stock levels including green room supplies.
- Assist with coordinating gifts and cards for visiting companies, staff and colleagues when required.

Other Duties

- Undertake Training as appropriate as agreed with Line Manager
- Any other duties as agreed with Line Manager
- To adhere to and promote the Equal Opportunities Policy as set out by the organisation
- To ensure that all services delivered through the centre operate within a Health & Safety framework



FOR OFFICE USE:
REF: ADM/FA/2311
APP NO.

PART A: PERSONAL INFORMATION

Application for the post of:

Finance & Administration Assistant (part-time)

1. Personal Details

Surname:	
Forename(s): (indicate the name you wish to be known by)	
Permanent Home Address including postcode:	

Contact phone number:	
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Personal contact email address (to be used for purposes of this recruitment):	
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2. Other Information

If appointed, how much notice would you require before taking up appointment?	
Please detail dates you are not available for interview:	
If you have a disability, please inform us of any adjustments you require to assist you with the selection or interview processes (<i>please note this information may have to be passed on to the selection or interview panels for this purpose</i>).	
The Traverse Theatre will guarantee an interview to any applicant with a disability AND who meets the minimum personal specification criteria. Do you wish this guarantee to be applied to your application? Please answer YES or NO	

Have you ever been convicted of a criminal offence? Please answer YES or NO	
<i>(Declaration subject to the Rehabilitation of Offenders Act 1974)</i>	

3. Conditions

Only applications which contain all the requested information, will be considered. **Information in support of your application will not be accepted after the closing date for receipt of applications.**

Before you submit your application, please ensure that you are eligible for this post by referring to the job description and person specification as well as any additional information for applicants. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us.

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

Late applications will not be accepted.

4. Declaration

The information given in Parts A and B of this application is complete and correct to the best of my knowledge. Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application may be processed to provide management information for recruitment and equality & diversity monitoring purposes. This information will not be retained longer than it is needed, and paper records are normally disposed of after one year. Applicants will have the right of access to any information held about them.

Signed _____ Date _____

If your application is submitted by e-mail we will require you to sign this form if invited to interview.

Please send your completed application either by email or handwritten in blank ink to:

e-mail: jobs@traverse.co.uk
by post to: **Private & Confidential**
Pauleen Rafferty – Job Application
Traverse Theatre
10 Cambridge Street
Edinburgh EH1 2ED

The information given on this form will be used strictly for the purposes of recruitment of stated post; communicating with candidates regarding this recruitment; taking up references; and the processing of payroll, pension, tax and national insurance; and contractual obligations of successful candidates. The forms of successful candidates will be securely stored in your personnel file until six tax years following the end of your employment. Otherwise the form will be securely destroyed after a period of 1 year.



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APP NO.

PART B: SKILLS AND KNOWLEDGE

Application for the post of:

Finance & Administration Assistant (part-time)

Post-graduate qualifications	University or College	Details of qualification	Main Subjects

3. Current Employment

Are you currently employed? Please answer YES or NO	
Name of Current Employer/Contractor	
Address of Current Employer/Contractor	
Date Started	
Employed/contracted as:	
Current Salary/Fee	
Why do you wish to leave?	

Employers'/Contractors' References

Please note that employers' or contractors' references covering the last 5 years will be required if we are considering you for an appointment following your interview.

If invited to interview, may we ask your present employer/contractor for a reference?

Yes No

May we approach your previous employers/contractors for a reference if we are considering you for an appointment?

Yes No

Reference details of Current Employer or Contractor (if Freelance)

Name of employer/contractor	Postal address	Email contact	Phone contact

Reference details of Previous Employer or Contractor (if Freelance)			
Name of employer/contractor	Postal address	Email contact	Phone contact

Please give the name, address and telephone number of an additional referee who need not be a current or former employer/contractor:			
Name & capacity this person knows you	Postal address	Email contact	Phone contact

To the extent that you consider it relevant to the post, detail your previous employment, including self-employment and freelance work, **starting with the most recent.**

Name, Address & Phone No. of Employer/Contractor	Job Title and Main Duties/Freelance contract details	Length of time in Post	Reason for leaving

4. SKILLS & KNOWLEDGE

Please study the **Job Description and Person Specification**. Use this space to demonstrate that you have the skills and knowledge we have asked for. You may also use this space to include any other information which may be relevant to your application.