



## Job Description

<b>JOB TITLE:</b>	Bookkeeper
<b>RESPONSIBLE TO:</b>	Finance Manager
<b>WORKS CLOSELY WITH:</b>	CEO, Theatre & Programme Co-Ordinator, Agency, Creative Outreach & Inclusion Co-Ordinator, Foundation Course Leader
<b>SALARY:</b>	£15/hr
<b>CONTRACT:</b>	Freelance
<b>HOURS:</b>	12 hours per week

### ABOUT YATI

YATI (Young Actors Theatre Islington) is a charity that serves a community of over 1000 young people who engage with Theatre through performance, education, and outreach. We want every young person in Islington to experience Theatre, made by and for them. We believe that finance should not be a barrier to education or participation. Whether pursuing the performing arts professionally, learning a new skill for enjoyment, or merely wanting to spend time with others, YATI provides high-quality, affordable opportunities to engage with Theatre.

We achieve this by offering over 60 hours of performing arts classes every week during term-time, and holiday courses that give our young people the chance to learn and perform. We keep our pricing as affordable as possible and offer full subsidy to those who need us most through our Stage Door programme. We put on high-quality productions and offer regular showcases and scratch nights for our young people to gain on-stage experience. We take our work out into local communities giving more people the chance to experience the positive benefits of drama, and we represent over 200 young people professionally through our Agency, YAT Management.

### MAIN PURPOSE OF POSITION

To assist the Finance Manager in the day-to-day operations and development of financial and accounting procedures, providing financial and recording support to the work of the organisation, responsible for preparing reports, and maintaining our accounting software (SAGE).

### KEY RESPONSIBILITIES

#### Financial

- Processing payments, receipts and invoices accurately and entering data into Sage and other database from Bank statements.
- Accurately coding transactions and inputting them into the correct ledger.

- Reconciling all the bank accounts.
- Reconciling other nominals for instance Accrual, PayPal, and Credit Cards.
- Experience of using portals and other systems and agreeing figures to amounts showing on Sage.
- Ability to spot problems and resolve them quickly.
- Maintain historical bookkeeping documents for instance actors' details for future referencing.
- Preparing actors invoices and sending them out to them
- Managing the office petty cash.
- Dealing with any inconsistencies/issues needed to reconcile nominals.

### **General**

- As a small team we all actively contribute to the wider objectives of YATI and provide support to colleagues – particularly during busy periods.
- Continue to learn and actively stay up to date with new ideas, processes and opportunities.

### **PERSON SPECIFICATION**

#### Essential Skills

- A minimum of 1 year's experience in a similar role
- Knowledge of SAGE 50

#### Desired Skills:

- Working towards a recognised accountancy qualification

### **HOW TO APPLY**

Send an email application containing a CV and covering letter to [isobel@yati.org.uk](mailto:isobel@yati.org.uk) with the subject line Bookkeeper. Your application should detail your experience and evidence against the above roles and responsibilities and person specification. If you'd prefer to submit an application via video or an alternate format, then we also welcome this approach.

**Closing Date:** **Tuesday 7<sup>th</sup> May at 12 noon**

**Interviews:** w/c 13<sup>th</sup> May

If you would like to discuss the opportunity in more detail, please contact [isobel@yati.org.uk](mailto:isobel@yati.org.uk) to arrange a brief call.

Young Actors Theatre Islington is committed to diversity and inclusion, and is an equal opportunities employer.