

ALMEIDA THEATRE

About the Almeida Theatre

The Almeida is a London theatre company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

Based in Islington, the Almeida Theatre began life as a literary and scientific society – complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company has been led for the last twelve years by Artistic Director Rupert Goold and Executive Director Denise Wood who will step down in the new year. Under Rupert's artistic leadership the heart of the Almeida's vision is to make bold work which challenges and questions theatre, and the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics. Dominic Cooke will take up the post as the Almeida's Artistic Director in 2026.

In addition to the main repertoire, there is a wide-reaching programme of Participation work engaging with young people, the Islington local community and schools, an events programme including live and digital content, and Almeida productions regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises further income through ticket sales and the support of generous individual givers and corporate sponsors.

Job Description

Job title: Finance Officer

Responsible to: Finance Manager

Brief:

Purpose of Role: The Finance Officer is responsible for inputting all of the financial data at an initial stage. They are responsible for processing the payroll, purchase ledger, recording sales and maintaining financial systems. This means they will gain a widespread knowledge of the Almeida Theatre and Bar operations, and they will be liaising with all departments of the theatre, from marketing to stage management. They should have a keen eye for detail and a conscientious approach to all of their work. They must be good communicators in order to access information regarding the financial systems and confident in applying rigorous controls in this fast-moving, creative environment.

Key Responsibilities:

General:

- To work with all staff to ensure they understand the importance of adhering to the financial controls and procedures
- To work within the Finance team, supporting the Director of Finance & Operations and Finance Manager

Payroll and Pensions

- Check weekly timesheets from various departments
- Apply HMRC Updates and Notifications
- Post and process weekly and monthly payrolls on SAGE

- Print/distribute payslips
- Ensure all payroll costs are properly coded
- Ensure new staff are set up correctly with all relevant paperwork
- First point of call for payroll queries
- Preparation of net salary payments
- Incorporating new salary pay rates into payroll spreadsheets including budgeted hours for monitoring purposes and pass to managers
- Set up staff pension rate on SAGE payroll
- Process New Pension scheme including postponement for staff opting out, in liaison with the Finance Manager

Monthly Accounts:

- Accuracy and completeness of data input
- Maintaining purchase ledger and supplier information
- Setting up supplier payments
- Operating the Soldo cards and Petty cash payments, control, reconciliation and importing data
- Bar sales income – data entry, reconciliation
- Bank reconciliation
- Drafting management accounts for the Catering company
- Assisting in preparation of production accounts by ensuring all purchase invoices, petty cash and soldo claims and credit card expenditure processed in good time, posted accurately
- Understanding of VAT codes for posting income and expenditure
- VAT Return for the Catering company

Assist with the annual Audit

- Respond to the auditor's queries especially with reference to Supplier invoices and catering transactions

Equality, Diversity and Inclusion

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Actions for change: Equality, Diversity and Inclusion Policy and monitored through our Action Plan.

Environmental Sustainability

We aim to be an environmentally sustainable organisation and ask that all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

Person Specification:

Essential

- Experience of operating payroll
- Previous accounting experience
- Experience of account software
- Accuracy and attention to detail
- Excellent excel skills
- A good communicator and advocate for the department
- Enthusiastic team player
- Efficient and methodical
- Responsible and reliable
- A willingness to learn
- An interest in theatre

Desirable

- Qualified at AAT level, or part qualified CIMA/ACCA or equivalent

Remuneration and Hours:

- Salary: £31,000 -£35,000 per annum (dependent on experience)
- Working hours are 10.00am – 6.00pm, Monday to Friday
- Holiday: 25 days per annum (bank holidays are in addition to this)
- Probationary period: 3 months
- Notice period: 2 months
- Pension: as part of auto-enrolment you may be eligible for NOW pension.
- The Almeida contributes 3% of basic salary to a stakeholder pension scheme, (Scottish Widows are the provider), following 3 months service and successful probationary period
- Other benefits: theatre ticket subsidy scheme, staff discount in the Almeida bar and other local amenities, season ticket loan, training and development opportunities
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN