



WISE CHILDREN
FINANCE ASSISTANT
JOB PACK

JUNE 2022

About Wise Children

Wise Children is a new theatre company, created and led by award-winning director Emma Rice. We are an Arts Council National Portfolio Organisation, based in the South West. We make ground-breaking work with exceptional artists which tours the UK and internationally. We run a unique professional development programme, the School for Wise Children, training a new and more diverse generation of theatre practitioners.

The company launched in 2018, and our first production was *Wise Children*, an adaptation of Angela Carter's iconic novel, adapted and directed by Emma. The show premiered at London's Old Vic, where it played for five weeks before touring the UK. In 2020 a film of the show aired on BBC4 as part of the Culture in Quarantine season.

Our second show was *Malory Towers*. As well as making the new show, we built a pop-up venue for it, transforming a disused wing of Bristol's Victorian train station into our own theatre, where *Malory Towers* played for five weeks over summer 2019.

Our third show was new musical *Romantics Anonymous*, which opened at Bristol Old Vic in January 2020 before its planned American tour was cancelled due to the pandemic.

Like so many others, our plans then stalled.... But we're led by Emma Rice, and she's not one to sit around waiting to be told what to do. We quickly found ways to fill the lockdown hours!

In April 2020 we launched Wise Radio and our very own chat show, *Tea & Biscuits*. In June 2020 we added Wise TV, a Twitch channel bringing together existing video content with a new series of interviews with Emma, broadcast live from her home. In July 2020 we moved our School for Wise Children training online: seven high level courses, 14 top industry tutors, nine public webinars, 42 students, 21 free places, and over 100 hours of zoom teaching.

Then we had a big idea. Could we scale up these digital experiments, and livestream a whole show? The answer was yes, and in September 2020, Wise Children became the first company to broadcast a fully staged production, *Romantics Anonymous*, from a UK theatre after lockdown. We repeated the experiment with a second show, *The Flying Lovers of Vitebsk*, in December 2020, and our trailblazing live broadcasts were seen by more than 40,000 and won our Technical Director the Stage Award for Achievement in Technical Theatre 2020.

In July 2021, we opened a brand new show, *Bagdad Cafe*, at The Old Vic in London. Hot on the heels of which, and after many disappointments and reshuffles, our long-awaited production of *Wuthering Heights* finally opened at Bristol Old Vic in October, traveling to York Theatre Royal in November, and then a London run at the Lyttelton Theatre in London in early 2022 before heading off on a longer UK tour. Alongside all of which, our new commitment to making our productions available online through live streamed broadcasts continued.

We now look forward to, and prepare for, *Wuthering Heights* to tour the States later this year, with dates at Berkeley Repertory Theatre, Chicago Shakespeare Theater currently on sale, and more to be announced soon...

Finance Assistant role

The Finance Assistant will play an essential role in providing support to the Finance Manager. Through maintaining financial systems, recording and processing financial information, data entry and general financial administration, the Finance Assistant will ensure effective financial management across the company.

We are looking for a Finance Assistant who is at an early stage in their career and is keen to learn and grow with Wise Children. As part of this appointment there will be a focus on training and growth, with the scope to increase responsibility as the role develops, and the potential to move into a more senior role within a 2-3 year timeline.

At Wise Children we actively seek people from a variety of backgrounds with different experiences, skills and stories to join us and influence our work. We are particularly keen to hear from candidates from global majority backgrounds and candidates who self-identify as disabled or neurodiverse. Wise Children is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

Job title: Finance Assistant

Reports to: Finance Manager

Contract: 1 yr (with the intention to renew)

Hours: Initially 2 days (16 hours) per week, rising to 3 days (24 hours) per week from April 2023

Base: Bristol and Frome. The Finance Assistant will be required to work both remotely and from company locations in Bristol and Frome.

Start date: September 2022

Salary: £20 - 23K pro rata per annum, dependent on experience

Roles and Responsibilities

- Digital filing of receipts and purchase invoices
- Raising and processing purchase invoices on the company's accounting system
- Ensuring authorisation and coding of invoices in line with company coding structure
- Responsibility for ensuring receipts for company debit card payments are submitted
- Recording and coding petty cash expenditure, and processing of staff expense forms
- Reviewing and processing staff credit card expenses
- Reconciling the petty cash float and preparing postings to the finance systems
- Supervision and reconciliation of production floats and prepaid card expenses
- Reconciling travel expenditure
- Assisting in the preparation, processing and recording of weekly production wages, expenses and subsistence
- Assisting in the preparation, processing and recording of monthly staff salaries
- Assisting in the administration of company pension scheme payments
- Assisting with the production of monthly management accounts
- Assisting in the preparation of financial reports
- Attending internal budgeting meetings as required

- Undertaking other finance administrative tasks and general support to the Finance Manager as required
- Working for the benefit of the whole organisation
- Complying with company policies
- Keeping up to date with the activities of the organisation

Person Specification

Essential

- Excellent interpersonal skills and good written and verbal communication skills
- Professional experience of general administrative and finance tasks
- High level of numeracy and financial awareness
- A high level of computer literacy and knowledge of IT systems, including Microsoft Excel
- A desire to pursue a career in arts finance, and to learn on the job at Wise Children
- Ability to work independently, flexibly and to use own initiative to solve problems proactively
- Organised and methodical with excellent attention to detail and accuracy
- Ability to manage workloads, prioritise and work to deadlines
- Ability to work with complete confidentiality
- Ability to work as part of a small team

Desirable

- Experience of Sage 50 and / or Xero
- Experience of working within an arts or charity environment
- An interest in the operations of a touring theatre company
- An interest in theatre and in the work of Emma Rice!

How to apply

To apply, please complete the application form [here](#)

Once you have submitted the application form, please complete an Equal Opportunities Monitoring form [here](#). Through this monitoring we collect anonymised data in order to improve our recruitment strategies. This form will be separate to, and will not be used to assess, your application.

All applications must be received **by 5pm on Wednesday 6th July**. Successful shortlisted applicants will be invited to interview in person in Bristol on Friday 15th July.

If you would like further information, support with access requirements for application or interview, or have any queries about the post, please contact General Manager Steph Curtis: steph@wisechildren.co.uk