

Finance Officer Candidate Pack



A theatre for everyone
birmingham-rep.co.uk

the
Rep



Welcome

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep's mission and it creates up to ten productions a year of varying sizes across its stages. Many are made in co-production with other theatres and commercial producers and all Rep-led productions are built in house. Alongside in house productions, the theatre presents a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

This is an exciting time for The Rep: new Artistic Director Joe Murphy recently joined us to lead the theatre artistically, with Madeleine Kludje as Deputy Artistic Director and Iqbal Khan as Associate Director. The artistic programme will comprise new plays, revivals, adaptations, family work and musicals, making full use of the theatre's producing resource.

Being Our Finance Officer

The Finance Officer will be responsible for the purchase and sales ledger and associated accounting activities linked to the theatre and its commercial subsidiaries.

You will manage the full lifecycle of supplier and departmental financial processing, including setting up and maintaining supplier and credit accounts, verifying company and banking details, and handling invoice processing with accurate purchase order matching. The role ensures timely supplier payments, resolves queries, and maintains error-free purchase and sales ledgers.

Our ideal candidate has at least GCSE-level Maths and English at grade C/5 or above, is highly computer-literate with strong MS Office skills—particularly advanced Excel—and is confident using modern cloud-based finance and payment systems. They bring strong organisational and administrative abilities, excellent communication and interpersonal skills. A minimum of two years' experience in a finance office within a similar role is essential.



Your responsibilities will include;

- To set up supplier accounts after verifying company details and bank details.
- To process invoices from the relevant finance inbox – matching to purchase orders.
- To ensure prompt payment of suppliers via payment runs.
- Set up new credit accounts with suppliers when requested by the relevant budget holders.
- Deal with supplier and departmental queries.
- Keep purchase and sale ledger accurate and eliminate any errors that have occurred.
- Process monthly credit card spends.
- Process authorised expenses claims (supporting all group departments).
- Daily reconciliation of supplier statements.
- Daily banking – post transactions that appear on the bank statement into the finance system as well as completing the monthly Bank reconciliations.
- Reconciliation of purchase and sales ledger as part of month end.

If this could be you, further details are in the [full job description and person specification](#) for the role.



GDPR personal data notice

By applying, you consent to the secure processing of your personal data for recruitment purposes, in line with GDPR. We will store your information securely and used solely for evaluating your suitability for current and future roles. For full details, please see The Rep's Privacy Policy on our website.

Diversity Monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

Safeguarding

The Rep is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We foster a culture where all staff and volunteers are expected to report concerns regarding vulnerable individuals or the conduct of colleagues and others they encounter. As part of our safer recruitment practices, the suitability of all prospective employees and volunteers is thoroughly assessed. Roles involving regulated activity will require an Enhanced DBS check.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.





Your Birmingham Rep

The Rep is a Disability Confident Employer and we participate in the 'Offer an Interview' scheme. This means we will offer an interview to anyone who is D/deaf or has a disability for the post who meets the minimum criteria.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification. If you would like to apply under this scheme please select this option on our application portal.





There's no such thing as perfection

At the Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We have experience in supporting individuals to Access to Work requests and encourage any and all staff who may benefit from the scheme to use it. We will always try to make the adjustments needed so that you can perform to the best of your ability and professionally thrive in a supportive and engaging environment. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.