

Job Title: Finance and Systems Assistant

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Good Level of education with GCSE passes in English and Maths or equivalent	A good level standard of education (Grade C, GCSE or above, or equivalent) in English and Maths	Application Form/Certificates
Relevant experience	Previous experience of working in a Theatre office environment Experience of filing, collating information and updating systems Experience in inputting data accurately. Experience of reconciling and posting income		Application Form/Interview
Specialist knowledge	Previous Experience of working with the Ticketsolve box office system. Strong IT experience including Microsoft Excel and Forms. Knowledge of working with IBC procurement processes.	Knowledge of box office systems and processes Knowledge of Microsoft systems Knowledge of website updating	Application Form/Interview
Personal skills	Good communication and interpersonal skills Good organisational skills Attention to detail Good team working skills Ability to work under own initiative		Application Form/Interview

	Ability to work under pressure and meet deadlines Ability to prioritise and manage time and workloads effectively Integrity to deal with confidential information		
Special working conditions	Ability to work evenings and weekends when required		Application Form/Interview