



## **ROYAL EXCHANGE THEATRE**

### **JOB DESCRIPTION**

JOB TITLE: Payroll & Finance Officer  
CONTRACT: Permanent  
HOURS: 35 hours per week  
SALARY: £28,840.00 per annum  
REPORTS TO: Management Accountant

### **CONTEXT**

The Royal Exchange is a Manchester based producing theatre company (founded 1976) housed in the Royal Exchange building in the centre of the city. The building has two theatre spaces – a 750 seat module configured in the round and a 90 seat flexible format studio space.

The Royal Exchange Theatre (RET) produces and presents theatre productions and delivers a creative learning program.

### **JOB OVERVIEW**

We are looking for a conscientious and meticulous worker who has an interest in developing a career in Finance within the charitable or Arts sectors. This role provides support to the Head of Finance and Director of Finance as well as to the budget holders in the wider company.

### **DUTIES AND RESPONSIBILITIES**

#### **PAYROLL PROCESSING**

- Take overall responsibility for ensuring that weekly/monthly payroll processes are completed and that regulations are complied with
- Ensure that timesheets are received from all staff on casual contracts, and that calculations and rates of pay are correct and entered onto systems
- Liaise with the Company Manager to ensure that all information for performers is correct
- Liaise with HR department to ensure that forms for starters/leavers, changes in rate of pay and/or deductions (e.g. for pensions) are accurately prepared and processed
- Liaise with managers and coordinators to resolve problems relating to payroll so that staff are paid accurately and promptly for work done



- Verify, input and process all necessary information to prepare payrolls for weekly and monthly paid staff
- Prepare and distribute pay-slips (electronic and paper) and all relevant reports for each payroll to meet contractual/statutory deadlines or enable access for electronic payslips
- Prepare BACS file for submission in accordance with company policies and regulations.
- Provide a point of contact for staff queries
- Provide information and support to staff on freelance/employment status of workers

#### PAYROLL COMPLIANCE

- Maintain current PAYE company procedures and policies and ensure that any problems are resolved and procedures updated
- Submit files to HMRC to comply with RTI and to our Pension providers in compliance with Pension Regulation
- Keep up to date with statutory requirements relating to payroll, pension regulation, HMRC and the payment of benefits
- Liaise with manager and HR on areas of concern or future changes in legislation so that we can ensure that we are compliant
- Deal with queries from HMRC, pension providers etc. promptly and efficiently

#### PAYROLL ACCOUNTING

- Assist in reconciling Pension, Tax, National Insurance and other relevant accounts and make monthly payments on due dates
- Post weekly and monthly payroll journals on to the accounts system
- Prepare and post transfer journals for production staff, technical recharges and FOH
- Assist in reconciling for attachment of earnings, loans, cycle to work scheme etc.

#### PAYROLL SYSTEMS AND PROCESSES

- Liaise with the payroll provider (PayEscape) to ensure that the software is up to date and working effectively
- Assist with the development of systems and technology that will enable the most efficient processing of payroll, measuring performance against appropriate KPIs/benchmarks

#### **PURCHASE LEDGER PROCESSING**

- Use the purchase ordering system, Zahara to enter invoices onto finance software daily, ensuring that they are authorised and accurately coded
- Prepare and process weekly/monthly BACS payments to suppliers and post to Sage
- Process Direct Debit and PayPal payments
- Update suppliers on our Sage finance software in line with requirements of the Purchasing Procedures
- Deal with queries from other departments on status of outstanding supplier payments
- Resolve any supplier queries promptly and efficiently, liaising with Heads of Department and Budget Holders over any difficulties
- Reconcile suppliers' statements to purchase ledger balances and liaising with budget holders and suppliers to sort any queries

#### **PURCHASE LEDGER SYSTEMS AND PROCESSES**

- Ensure compliance with purchasing and procurement policy
- Assist with initiatives to ensure that best value is achieved in purchasing
- Work with the other members of the Finance team to train and support budget holders in relevant Finance processes and procedures
- Assist with the development of systems and technology that will enable the most efficient processing of purchase ledger invoices, measuring performance against appropriate KPIs/benchmarks as necessary

#### **SALES LEDGER**

- Responsible for preparing Sales invoices at the request of the income generation and trading teams and ensuring the correct VAT treatment
- Post income to Sales Ledger customer accounts on Sage
- Upkeep of customer records on Sage Accounts, ensuring that new customers meet the requirements of the Finance Procedures

#### **OTHER DUTIES**

- Empty and count cash from safe along with carrying out banking of cash
- Investigate till discrepancies
- Any other general duties as required

### **Duties and responsibilities of all members of staff**

- Be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments
- Work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy
- Abide by other guidelines, procedures and policies provided by the Company
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims

### **Person specification**

#### **Essential**

- Proven experience in end-to-end payroll processing (monthly/weekly payrolls).
- Ability to meet strict payroll deadlines and able to work under pressure.
- Strong understanding of statutory requirements.
- Ability to interpret payroll legislation and apply it accurately.
- Ability to investigate payroll discrepancies, resolve queries, and identify process improvements.
- Ability to communicate payroll/finance information clearly to non-finance staff.
- Experience in accounts payable/receivable, purchase ledger, and general ledger reconciliation.
- Ability to prepare journals, perform month-end adjustments, and support financial reporting.
- Understanding of accruals, prepayments, and basic accounting principles.
- Experience handling expense claims, credit card reconciliations, and petty cash.
- Professional and confidential handling of sensitive information.
- Ability to maintain accurate, confidential records in line with GDPR or local data-protection laws.
- Commitment to internal controls and compliance procedures.
- Strong numerical accuracy and attention to detail.
- Competence in analysing data and preparing summary reports.
- Advanced Excel skills.



- Comfortable working with digital workflows and automated reporting tools.
- Capable of managing competing priorities in a fast-paced environment.
- Strong record-keeping and documentation discipline.
- Proven ability to work effectively as part of a Finance team.
- Willingness to support colleagues, share knowledge, and contribute to team objectives.

**Desirable**

- An accounting or payroll qualification