



WOLVERHAMPTON
GRAND
THEATRE

RECRUITMENT PACK

#MAGICOFTHATRE

FOREWARD FROM THE CHIEF EXECUTIVE AND ARTISTIC DIRECTOR

Wolverhampton Grand Theatre has been at the heart of the local entertainment scene since 1894 and has helped to create a lifetime of memories for many people. By joining our team, you will play your part in contributing to the rich history of one of Wolverhampton's most landmarks.

The Grand Theatre's ambition, vision, and determination to achieve great things are some of the factors which enable us to attract the very best talent to our team. The genuine excitement and belief which permeates through the theatre makes for a very exciting and enjoyable creative environment in which to work.

The beautiful Grade II Listed Victorian auditorium has 1200 seats and attracts almost 300,000 patrons per year as we present a wide range of major West end and National productions. These include; drama, musicals, ballet, dance, opera, variety, children's shows, and of course pantomime, where we attract audiences from across the whole of the Midlands region and beyond. We enjoy a reputation for high quality performances and impeccable levels of customer service.

The Grand Theatre, affectionately known as 'The Grand', continues to expand and excitingly in recent years has returned to producing. In house productions were an integral part of the theatre's programme from 1894 right through to the late 1970's. Now this great tradition of creating theatre for the people of the Midlands will once again continue well into the future.

THE CULTURE

The grand is a registered charity and is also a very successful and significant entrepreneurial company with an intense desire to constantly grow the business, an inherent sense of urgency, rapid decision making, and an 'open door' management approach.

Employees are passionate about the theatre, united in giving customers a fantastic and magical experience, whether they are attending the theatre to experience a performance, attending one of our many exciting events or participating in our extensive community and educational programmes.

Creating theatre every night involves huge dedication and hard work from a highly skilled multi disciplinary team of creative professionals and immensely talented support staff.

To describe the culture of The Grand in a few words;

We are a dynamic workforce who are energised and motivated to achieve our goals. We encourage collaboration between departments with a strong emphasis on working together to achieve success.

THE HIGHLIGHTS

This role reports to
**the Head of
Finance**

The salary for this
role is £14,031, and
the hours are **18** per
week.

This role is based at
the Wolverhampton
Grand Theatre,
Lichfield Street,
Wolverhampton,
WV1 1DE.

YOUR NEW ROLE

Supporting our Head of Finance, you will provide comprehensive administrative and financial support, ensuring invoices, payments, and financial records are managed accurately and in a timely manner. The role contributes to the smooth running of the finance function by supporting reporting, record keeping, and day-to-day financial administration.

JOB PURPOSE

To provide effective finance and administrative support across the business, ensuring accurate processing of financial transactions, maintenance of financial records, and timely reporting. The role supports key finance functions including expenses, petty cash, purchase ledger, sales ledger, reconciliations, and holiday cover for critical finance activities.

PRINCIPLE DUTIES & RESPONSIBILITIES

Credit card, Expenses & Petty Cash

- Process and monitor employee expense claims, ensuring compliance with company policies.
- Allocate expenses correctly to relevant cost centres (CC).
- Maintain and reconcile petty cash accounts.
- Investigate and resolve discrepancies relating to expenses and petty cash transactions.
- Produce periodic expense and petty cash reports as required.

Purchase Ledger

- Process supplier invoices accurately and within agreed timescales.
- Reconcile supplier statements and resolve invoice queries.
- Assist with payment runs and maintain supplier records.
- Provide cover for Purchase Ledger activities as required,

PRINCIPLE DUTIES & RESPONSIBILITIES

PRS / TIDO Administration

- Maintain and process PRS and TIDO information accurately and within required deadlines.
- Produce reports and provide administrative support related to PRS and TIDO processes.

Marketing Schedule Reconciliation

- Reconcile marketing schedules against financial records.
- Verify and investigate differences between planned and actual spend.
- Ensure all marketing-related costs are correctly recorded and allocated.
- Support the preparation of reports for management review.

Sales Ledger & Sales Posting

- Provide holiday cover for sales ledger processing and sales postings.
- Process and maintain sales ledger transactions.
- Assist with credit control and customer account queries where required.
- Provide cover for banking and cash handling.

General Responsibilities

- Maintain accurate financial records and supporting documentation.
- Support month-end and year-end finance activities.
- Ensure compliance with company policies, procedures, and financial controls.
- Build effective working relationships with internal departments and external suppliers.
- Assist with ad hoc financial and administrative projects as required.

KNOWLEDGE & SKILLS YOU WILL NEED TO SUCCEED

- Previous experience in a finance administration, accounts assistant, or similar role.
- Experience with purchase ledger and sales ledger processes.
- Knowledge of expense management and petty cash reconciliation.
- Strong attention to detail and high levels of accuracy.
- Good analytical and problem-solving skills.
- Proficient in Microsoft Excel and Microsoft Office applications.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills.
- Experience with accounting or ERP systems.
- Understanding of financial reconciliations and reporting.
- Experience working within a fast-paced commercial environment.

PERSONAL QUALITIES WE WOULD LOVE YOU TO HAVE

- Highly organised and detail orientated with the ability to manage financial records accurately.
- Trustworthy and discreet, handling sensitive and financial information with confidentiality and integrity.
- Analytical and problem solving minded, ability to identify discrepancies, investigate issues and resolve them efficiently.
- Strong communication skills, building positive relationships with colleagues, suppliers and customers.
- Reliable and proactive, taking ownership of tasks and supporting the smooth running of financial processes.

WHAT YOU WILL GET IN RETURN

- Enhanced employer contribution to your pension if you meet the eligibility criteria. We will match your contributions up to 4%.
- 30 days holiday pro rata, increasing with length of service (including bank holidays).
- We want you to love theatre as much as we do so you can request six free tickets** per year and one free booth** (**subject to availability and exclusions apply), and additional ticket offers throughout the year.)
- A 25% discount from the bar and booths on every visit.
- Staff wellbeing events throughout the year.
- An annual Staff Awards ceremony to celebrate employees who have gone above and beyond as nominated by you.
- A chance to participate in Employee Satisfaction feedback on an annual basis.
- Staff parties twice a year.
- Long service awards.
- Mental Health First Aiders points of contact.
- Employee volunteering opportunities.



EQUALITY, DIVERSITY & INCLUSION

We are committed to equal treatment and opportunities for all our people and believe in building a diverse and inclusive organisation that represents our communities and generates the best outcomes for consumers, customers and stakeholders.

IF YOU THINK THIS GREAT OPPORTUNITY IS FOR YOU, THEN APPLY TODAY!

If you can see yourself in this role, please send a CV and covering letter to Lauren.Seward@grandtheatre.co.uk form by 5:00pm on 21 August 2026.

This vacancy may close earlier than the stated deadline if a suitable number of applications are received.

If you've found our job opportunity interesting but you don't meet all of the requirements, it's still worth applying. We would love to hear from you!



t. 01902 429212
e. grandtheatre.co.uk
Lichfield St, Wolverhampton WV1 1DE

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