

BIRMINGHAM ROYAL BALLET

JOB DESCRIPTION

Job Title:	Finance Officer
Based:	Birmingham Royal Ballet, Thorp Street, Birmingham, B5 4AU
Contract:	Permanent
Reporting to:	Head of Finance
Hours:	40 hours per week – hybrid working.
Salary:	£34,000 – £36,000 per annum

Background

Birmingham Royal Ballet exemplifies a modern, ambitious and world-class ballet company that inspires, develops and showcases the very best of our country's talent and creativity. Whether this is through creating new ballets on the world stage, or inspiring young people to experience, take part and excel in this enormously engaging art form, our focus is to offer excellence and access for all.

Purpose of the role

We are looking for an experienced charity finance professional who can play this key role in our finance team. BRB is a complex touring ballet company with a diverse range of projects and funders.

Working with three finance colleagues, the Finance Officer will process and record all our financial transactions (expenditure, sales and development income) and assist in statutory reporting and year end audit preparation.

Here is a more detailed list of the tasks in finance control and reporting:

- Post invoices and transactions to Access
- Monitor BRB's suppliers and other creditors and arranging payments, including payments to freelance staff
- Raise invoices for BRB sales, in particular box office income from the theatre's visited.
- Reconcile major supplier accounts especially the theatre settlements presented from the theatres visited
- Reconcile bank statements to cashbook
- Assist in regular cashflow forecasting and planning.
- Bank cheques and cash received
- Process payroll input journal each month

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- Compile and submit quarterly VAT returns and reconcile the VAT control accounts
- Undertake month end procedures, including balance sheet reconciliations
- Monitoring the invoices returned by touring employees who are in receipt of Touring Allowance.

The person

We are looking for someone with:

- At least AAT qualified or qualified by experience
- Experience maintaining sales and purchase ledgers
- Experience preparing and submitting VAT returns
- Strong administrative and organisational skills
- Good ICT skills, including Excel, Word, and accounting systems preferably including Access
- High level of attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to prioritise and combine responding to urgent requests with longer terms tasks and activities workload and meet deadlines
- Positive, friendly, and team-focused approach
- The ability to stay calm under pressure and to assess and absorb information quickly
- The ability to maintain confidentiality, including following guidance on digital security and data protection
- The ability and willingness to be self-servicing within the organisation
- Preferable to have previous charity experience

To apply:

To apply to for this position, please submit an updated CV and a covering letter of no more than one A4 page, explaining your interest in the role and the skills and experiences you will bring, to jobs@brb.org.uk, with the subject line "Finance Officer".

In your email, please indicate where you saw this position advertised.

Eligibility: Applicants must be eligible to work in the UK.

Diversity Statement: Birmingham Royal Ballet encourages applications from those from ethnically diverse backgrounds, as we strive to improve representation. As part of the application process, candidates must also complete the Equal Opportunities Monitoring form: <https://forms.office.com/e/FWeBDBArrY?origin=IprLink>

Closing date for applications: 08 May 2026

This job description is a guide to the nature of the work required of the employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

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