



**Job Title:** Finance Administrator

**Reports to:** Finance Manager

**Department:** Finance

**Hours:** 3 days or 24 hours per week to be agreed with successful applicant

## About Dancebox Studios & Theatre Works

Dancebox is a vibrant and ambitious performing arts training company, offering elite-level education in dance and musical theatre for students pursuing careers on cruise ships, in cabaret, musical theatre, music tours, film, and TV. With a unique blend of personalised attention, studio-based intensity, and real-world preparation, we are proud to be shaping the next generation of creative industry professionals.

## Role Purpose

The Finance Administrator supports the day-to-day financial operations of the business. This includes processing transactions, maintaining accurate financial records, and assisting with reporting and compliance. The role requires attention to detail, organisation, and a basic understanding of accounting principles.

## Key Responsibilities

- Manage sales ledger, including raising invoices
- Manage accounts payable, including two monthly payment runs
- Process purchase invoices, ensuring accuracy and correct coding
- Process expense claims and ensure compliance with company policy
- Perform bank reconciliations on a regular basis
- Maintain and update financial records in Sage accounting system
- Support month-end processes, including journals and accruals
- Respond to internal and external finance-related queries
- Maintain organised and auditable documentation

## Key Skills & Experience

- Previous experience in a finance role
- Basic understanding of accounting principles
- Proficiency in Microsoft Excel
- Experience with cloud-based accounting software preferred (e.g. Sage, Xero, QuickBooks)
- Strong attention to detail and accuracy
- Good organisational and time management skills
- Ability to handle confidential information appropriately

## Qualifications

- AAT Level 2 or 3 preferred
- GCSEs (or equivalent) including Maths and English

