

# Finance Administrator

## The Montgomery Theatre and Arts Centre, Sheffield

[www.themontgomery.org.uk](http://www.themontgomery.org.uk)

### FURTHER INFORMATION

Key skills that the successful candidate will demonstrate are as follows:

- Experience of bookkeeping, payroll management and producing monthly accounts
- Experience of working for a registered charity
- Excellent IT skills, including computerised accounts experience
- Rigorous attention to accuracy and detail

Ideally, you will also bring:

- Experience of using Quickbooks programmes
- Experience of working for a theatre and/or arts organisation
- Knowledge of The Montgomery

### TERMS

This role is a part-time position consisting of 7 hours per week. The role will be paid at £4,004 per annum (£21,450 FTE).

### OUR HISTORY

The Montgomery as an organisation was formed in 1812 as Sheffield Sunday Schools Union, providing much needed education to Sheffield's children & young people, enabling them to gain employment away from the chimneys, factory floors and rise out of poverty. In 1886, Montgomery Hall was built in memory of James Montgomery, a well-loved local champion of the poor. Upon its completion various arts activities including floral arranging, choral singing and drama also took place in the building, engaging the wider communities of Sheffield.

In 1948/49 the large hall was adapted to be used as a theatre by Sheffield's amateur dramatic societies. Some of those community companies continue to perform at The Montgomery today. In 1971 a fire tore through the theatre threatening to close the building for good, but through fundraising from the community companies and help from Sheffield Council the theatre was able to be rebuilt and our mix of faith and community arts work continued through the next 6 decades.

In 2012 the organisation incorporated, changed its name, and became The Montgomery. With the declining need from local churches for support from The Montgomery, the Trustees made the decision in 2016 to change the focus of the organisation away from faith based activities to that of a Theatre and Arts Centre.

We are proud of our heritage and the journey that The Montgomery started over 200 years ago, we are also proud that we remain committed to families, children and young people within our community as we focus on the future.

### OUR ARTISTIC POLICY

The beating heart for creativity - art in all its glorious forms - begins with the people and communities of our fantastic city, Sheffield.

The Montgomery is so much more than a historic building. From the beginning our passion was the development of children, families and the wider communities; and as a centre for the arts in Sheffield, our

aim is to enable people from diverse communities to discover, develop, explore, experience and share their creativity.

The Montgomery is the only centre for the arts in Sheffield that has a specific focus on programming outstanding professional theatre productions for young audiences between the ages of 5 and 16, to share with their families. Working with selected partners, we offer creative workshops, classes and experiences for children and their families to explore the world of theatre and encourage their own creativity, developing a relationship with the arts that we hope will last a lifetime.

The Montgomery is the most important performance space for the thriving non-professional theatre community in Sheffield. We host and support performances from community groups, schools, colleges and dance academies on our stage, bringing together people from across the diverse range of our communities in shared creative experiences.

The Montgomery is an art centre dedicated to the exploration and development of creativity for local people and local community artists, from workshop space to art gallery exhibitions.