

Jobs and Opportunities

Join our team!



About Ballet Cymru

BALLET CYMRU is an award-winning professional ballet company, producing original professional dance performances which tour nationally throughout Wales and the UK.

The Company is committed to inclusion and innovation in dance and classical ballet, seeking original and imaginative ways to engage with all ages and abilities both locally in its home town of Newport and nationwide.

Alongside its touring activity, Ballet Cymru offers a range of accessible outreach programmes for young people and diverse communities to engage in dance up to professional level. The organisation is also involved in ground-breaking work in inclusive practice.

Ballet Cymru is a registered charity under the name Gwent Ballet Theatre Limited, and is revenue funded by the Arts Council of Wales.

Ballet Cymru's premises in Rogerstone, Newport offers excellent dance spaces for hire and other facilities for business and training events.

Ballet Cymru is proudly based in Newport. Our purpose-built dance studios and company HQ are situated less than 3 miles from the City Centre on the thriving business and community area of Rogerstone, next to Tiny Rebel Brewery.



Finance Officer

Responsible to:	Administrator, Artistic Directors
Location:	Ballet Cymru, Newport (flexible working considered)
Hours:	37.5 hours per week
Salary:	£29K - £31K (depending on experience)
Benefits:	Company pension scheme; holidays, support with relevant training
Probation Period:	3 Months
Notice Period:	1 Month

Job Description

Job title: Finance Officer
Responsible to: Artistic Directors / Administrator

Scope:

The Finance Officer will be an integral part of the Ballet Cymru Team in managing the Charity's finances. The person will be responsible for the day-to-day financial tasks, as well as assisting in the management, delivery and monitoring of the charity's finances and the preparation of the annual accounts. The post-holder will be based at the Charity's premises in Rogerstone Newport.

The Finance Manager's duties and responsibilities include:

- Day to day running for the charity's finance and accounting systems, including but not limited to:
 - Processing purchase invoices, bank reconciliations, and credit control.
 - Ensuring front of house sales and other income streams are recorded accurately
 - Excellent customer service skills, collaborating with team members to resolve any queries efficiently and effectively.
 - Maintaining financial controls and procedures.
- Maintain the General Ledger, this will include but not be restricted to:
 - Raising invoices or issuing credit notes
 - Recording purchases and expenses
 - Prepayments and accruals at month end
 - Entering on payroll each month end
 - Monthly reconciliations
 - Recording of all fixed assets.
- Maintain the accuracy of:
 - Accruals and prepayments
 - Restricted income and expenditure
 - Deferred income
 - Cash payments

- Support the HR administration by:
 - Checking that the data from the payroll supplier matches with HMRC and with the pension provider
 - Checking that any entitlements are recorded on the payslips
- You will also be responsible for the production of financial reporting, including:
 - Preparing quarterly financial reports to Senior Management and Trustees
 - Profit and Loss compared to Budget, including project budgets
 - Support the management of the charity's financial records and ensuring compliance with third sector regulatory bodies including Companies House and the Charity Commission.
 - Prepare the Theatre Tax Relief claims and in collaboration with the accountants, respond to any required queries from HMRC
 - Prepare for the year-end financial audit and liaise with the auditors over required data
 - Working with the administrator and Senior management to respond to financial requirements issued by HMRC, Arts Council of Wales and other funders, accountants and banking organisations.
- Have a continuous improvement outlook on all internal processes, regularly reviewing the notes and systems to ensure best practice and efficient ways of working
- Manage project budgets and work closely with project managers, resolving any financial queries
- Ensuring business is compliant with statutory financial legislation, Charity SORP and best practices, and inform Senior Management of any significant changes and updates from HMRC and UK Government
- Manage the petty cash.

You may also be requested to produce ad-hoc reports and carry out any other duties that are necessary to perform the role.



Benefits of working with Ballet Cymru

- Company pension scheme
- Flexible working
- Family friendly and inclusive environment
- Working for a nationally recognised arts organisation
- Free car park, support with access to work
- Opportunities for training and career development
- Wellbeing and Health training programme

Person Specification

Essential

- A relevant finance qualification (CIMA/ACCA/ACA) or 2 years' experience and looking to work towards one
- Knowledge of Xero accounting software
- Good understanding of financial process and control
- Excellent skills in Excel and other MS365 software
- Excellent numeracy skills, attention to detail
- Ability to prioritise work to meet deadlines and manage a diverse workload
- Ability to always act with discretion and confidentiality
- Excellent communication skills; ability to manage both internal and external relationships
- Eligibility to work in the UK.

Desirable

- Previous experience of working with the arts sector
- Knowledge of NEST Pension scheme
- Understanding of Theatre Tax Relief and experience of submitting claims.
- Knowledge of charity and UK SME regulations
- Experience of grant funding processes
- Welsh language speaker/ writer.

To Apply

To apply, please provide a CV along with a covering letter specifying your skills and experience for the role to Ballet Cymru's Administrator, Jenny Carter
JennyCarter@ballet.cymru

Deadline for Applications: **Tuesday 7 April 2026**

Application submissions will be reviewed and shortlisted on receipt.

Interviews will take place on Thursday 16 April at

Ballet Cymru, Newport NP10 9FQ

Start Date: 14 May 2026 (or earlier if preferred)

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

We ask all applicants to complete an **Equality & Diversity Monitoring Form** to help us monitor the reach of our job adverts. We are particularly keen to hear from Global Majority and disabled candidates.

Equality & Diversity Monitoring Form 2026

Please contact us if you have any access needs.

This Job Pack is available in English and Welsh.



Ballet Cymru is a Registered Charity under the name Gwent Ballet Theatre Limited.

Charity No.1000855

Ballet Cymru is supported by

