



JOB DESCRIPTION

Job Title: Finance Officer

Reports To: Artistic Directors and General Manager

Based at: GB head office (and on site GB Fringe Venues)

Contract type: part-time permanent based on 4 days a week going up to 5 during event periods

Salary: £28,000 - £30,000 pro rata (depending on experience) plus pension contributions

Start Date: December 2025

Terms: 28 days holiday pro rata with additional employee benefits as standard. Hours are variable and flexible outside of event periods.

Context

Gilded Balloon is one of Scotland's leading producers of live comedy and entertainment. The company started in 1986 and has been producing shows and operating venues at the Edinburgh Festival Fringe and year-round in Edinburgh ever since. Gilded Balloon are also company directors of additional companies that run specific projects including the Gilded Saloon and Peoples Leisure Club and Gilded Balloon Futures that runs their So You Think You're Funny? Comedy Development Program amongst others.

About the role

We are looking for a Finance Officer to oversee and support our cash and budget management requirements across a wide variety of projects and events. The Finance Officer will be responsible for general book-keeping duties via Xero, working closely with Directors to prioritise payment runs, working with department leads to manage individual budgets and working closely with our external accountants to accurately submit VAT returns and financial statements as required.

Duties include

- Oversee day-to-day accounting, cashflow management, banking and payment functions.
- Management of finance and accounting enquiries via phone and email.
- Preparation of monthly management accounts and cashflows.
- Preparation of timely and accurate VAT returns with support from external accounts.
- Preparation of payments for online banking system for approval by Directors each week.
- Accurate reporting of weekly payroll information to external accountants for processing.
- Oversee supplier and artist payments weekly ensuring artist and suppliers are prioritised and paid appropriately.
- Support the general manager in relevant HR procedures including accurately reporting on holiday accrual to payroll and pensions enrollments as appropriate.
- Collation and management of a robust project payment schedule, showing prioritising of payments as necessary and reflecting this within monthly cash flows.
- Review our financial systems, updating them to improve efficiency and avoid potential errors.
- Supporting Directors in setting annual budgets for individual projects and setting targets for department leads.
- Regularly reviewing suppliers and utilities contracts to ensure efficient spending and identify opportunities for savings across all projects.
- Additional ad hoc duties as required

What we are looking for...

- At least two years' experience working in a finance role ideally in arts or cultural events or festivals.
- Previous experience managing budgets, payroll and finance systems



- Proficient knowledge and understanding of Xero accounting and associated software packages.
- Proficient knowledge and understanding of Microsoft and Google Suite software packages.
- Creative thinker with a passion for organisation and attention to detail.
- Previous experience of managing supplier contracts, and payment schedules.
- Understanding of basic payroll and HR procedures and policies.
- A passion for the arts industry (comedy, cabaret and theatre in particular).
- A positive and proactive work ethic.
- Excellent communication and relationship management skills.
- Show initiative when working individually and as part of the GB team.
- A flexible, organised and reliable approach to work.

In addition to the above, it would be nice to have...

- Knowledge of financial practices at the Edinburgh Festival Fringe.
- Knowledge and understanding of financial responsibilities across different company types.
- Basic knowledge and understanding of working with a ticketing agency such as Red61.
- A clean UK driver's licence.
- And of course, a sense of humour...

How to Apply...

To apply for this role, please send your CV and a short covering letter to katy@gildedballoon.co.uk. In addition to your application, please also complete our Equal Opportunities Monitoring Form [here](#).

Applications close Friday 31st October 2025

General Recruitment Information

- All post holders will have a 3 month probationary period at the start of their employment contract.
- All post holders will be issued an employment contract to sign prior to beginning work.
- Applicants must be 18+ and have legal right to work in the UK.
- All posts will be expected to work out of office hours for key events and overtime as required to carry out the role responsibilities during busy event periods.
- The weekly requirement will not exceed 48 hours per week during busy event periods and on average over an annual employment cycle additional hours will be limited to a 6 week event period in August.
- All post holders will be given training and inductions relevant to their role.
- Gilded Balloon is an equal opportunities provider and encourages applicants from diverse backgrounds. Please get in touch if you would like a copy of our Equality, Diversity and Inclusion Policy.