

PRODUCTION ACCOUNTANT

Playful GM Ltd

Job Description

Playful Productions is one of the largest independent theatre production companies in the West End. Recent and current producing work includes *The Unfriend*, *Accidental Death of an Anarchist*, *Dr Strangelove*, *Opening Night* and *The Artist*, and General Management of *Wicked*, *Moulin Rouge! The Musical*, *MJ The Musical* and *Next to Normal*. We also have many plays and musicals in development and pre-production. We are one of the West End's biggest employers and are committed to presenting high-quality shows to audiences across the UK and beyond.

<https://playfuluk.com/>

Overview

The Production Accountant is responsible for the preparation and maintenance of the financial records of productions produced or general managed by the company.

The role sits within the Finance Department which comprises of the Finance Director, four Production Accountants (two full time and two part time), 1 Assistant Production Accountant and, an Assistant Finance Manager along with Accounts payable and Payroll team members.

Reports to

Senior Production Accountant

Main Duties

Under the supervision of the Finance Director, tasks including but not limited to:

- Take responsibility for creating and maintaining accounting structures, systems and records for specific productions
- Produce weekly management accounts for specific productions, regularly reviewing the balance sheet and the input from other members of the accounting and production teams
- Communicate relevant information, including changes to running accounts and cash flow analysis to Producers, the Directors and GM team
- Prepare budgets and other reports for forthcoming productions including recoupment modelling and sensitivity analysis
- Ensure compliance with relevant HMRC and legal requirements and keep up to date with new developments
- Help to manage the internal reporting of weekly ticket sales at the weekly production meeting and ad hoc reports throughout the year
- Support the work of the Directors and Playful staff as appropriate, providing ad hoc reports and analysis and making appropriate recommendations
- Keep the financial records of production investors up to date
- Keep the financial breakdown of productions up to date
- Act as the first point of contact for the external auditors of specific productions

Covering and Deputising

Provide holiday and out of office cover for the Senior Production Accountant and the Director of Finance and other members of the Finance Department as required.

Annual Holiday

4 weeks per year pro rata.

Working model

Hours: Normally 10am to 6pm Monday to Friday.

Location: During the probationary period this role will be 100% office based. On passing probation core days in the office will be Tuesday - Thursday with the option to work from home on Monday's and Friday's. This arrangement is at the discretion of the Finance Director.

Person Specification

Essential Attributes

- Proven experience of working in a Finance department producing Management Accounts
- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities
- Excellent written, numeracy and verbal communication skills
- Tact, diplomacy and discretion
- Eye for detail and accuracy
- A willingness to work as part of a team and cover other roles as necessary
- Advanced skills in Microsoft Work, Outlook and Excel spreadsheets and use of the internet
- Proven experience of using Accounting Software (ideally Quick Books)

Desirable Attributes

- Experience of producing weekly production accounts and an understanding of the theatre industry
- Education to degree level