

PRODUCTION ACCOUNTANT (Maternity cover)
Playful General Management Ltd
Job Description

Overview

The Production Accountant works with the Head of Finance & Administration on the preparation and maintenance of the financial records of productions produced or general managed by the company. This is a fixed term contract to provide Maternity cover from January 2022.

Reports to

Head of Finance & Administration

Duties

Under the supervision of the Head of Finance & Administration, 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 team
- Communicate relevant information, including changes to running accounts and cash flow analysis to Producers, the Directors, Senior Production Controller and Production Associates
- Prepare budgets and other reports for forthcoming productions
- Ensure compliance with relevant HMRC and legal requirements and keep up to date with new developments
- Manage the internal reporting of weekly ticket sales, provide verbal analysis at the weekly production meeting and ad hoc reports throughout the year
- Supervise other members of the accounts department
- 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 Head of Finance & Administration and other members of the Accounts Department as required

Annual Holiday

20 days' holiday during each holiday year, pro-rata to the length of the engagement, in addition to all Bank and Public Holidays

Working Hours

Core hours are 10am to 6pm Monday to Friday

Contract and notice period

12-month fixed term contract from 4 January 2022 subject to notice as described below. Thereafter, the contract will be extendable on a rolling basis.

Subject to an initial three-month probationary period during which the notice period is two weeks, extendable for a further three-month probationary period at the employer's discretion. This is a maternity cover role and therefore subject to a 7 week notice period from the employer in the event that maternity leave ends early

Salary

According to experience

This job description may be amended from time to time in line with the demands of Playful Productions' varied production portfolio

Person Specification

Essential Attributes

- Experience of working as a Management or Production Accountant in an Accounts department.
- 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 Word, Outlook and Excel spreadsheets and use of the internet

Desirable Attributes

- Education to degree level
- Knowledge of Sage Line 50 and / or Quick Books
- Qualified accountant (or qualified by experience)
- Previous experience of working in theatre