

FINANCE MANAGER (MATERNITY COVER)
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 Finance Manager is responsible for the financial infrastructure (accounts payable and payroll teams) and ensuring that the day-to-day management of the finances for Playful Productions and its associated entities runs smoothly.

The role sits within the Finance Department which comprises of the Finance Director, four Production Accountants (2 full time and 2 part time), 1 Assistant Production Accountant, 1 Trainee Production Accountant along with the Payroll and Accounts payable teams.

Reports to

Finance Director

Duties

- Ensuring that correct procedures are followed for the checking, control, verification and reporting of the Accounts payable function. Including supporting the associated General Management teams to ensure that the function runs smoothly
- To line manage the Payroll Co-Ordinator and to provide cover when required to ensure that the weekly payrolls are processed in a timely and efficient manner
- To line manage the Finance Assistants and ensure that the accounts payable process runs smoothly
- Reconciling all relevant balance sheet nominal ledger codes on a monthly basis
- To assist with the year-end audit requirements for Playful and its associated companies
- Regular reviews of local control procedures to advise the FD and Senior Management of any deviation or shortfalls within recommendations to correct and changes to the procedure
- Ensure compliance with relevant HMRC and legal requirements and keep up to date with new accounting and legal developments
- Maintain up to date knowledge of relevant taxation issues such as foreign entertainers' tax, theatre tax relief etc
- Stay up to date with employment legislation and industry union agreements
- Support the work of the Directors and Playful staff as appropriate, providing ad hoc reports and analysis and making appropriate recommendations
- Undertake any other tasks reasonably required
- Reconciliation of the company's bank accounts
- To oversee the smooth running of the company cards and petty cash processes

Covering and Deputizing

Provide holiday and out-of-office cover for the Payroll Co-Ordinator and other staff within the Finance Department as required.

Annual Holiday

4 weeks per year pro rata.

Working model

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

Playful

PRODUCTIONS

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

Person Specification

Essential Attributes

- Proven experience of operating a payroll and associated administrative responsibilities (pensions/HMRC) reporting
- Proven experience of working in a Finance department with responsibilities for Accounts Payable and accounting structure
- 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)
- A sense of fun
- Enthusiasm for the performing arts

Desirable Attributes

- Professional Accounting Qualification
- Educated to degree level