FINANCE ASSISTANT
Playful GM Ltd
Job Description

Playful Productions is one of the largest independent theatre production companies in the West End. Current producing work includes The Artist and Macbeth, and general management of Next to Normal, Wicked, Wicked UK & Ireland Tour, Moulin Rouge! The Musical and MJ The Musical. We also have many plays and musicals in development and pre-production. We are one of the West End's largest employers and we are committed to presenting high-quality shows to audiences across the UK and beyond. We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments - https://playfuluk.com/

Overview
The Finance Assistant supports the Finance team with the maintenance of the financial records of the company and of all the theatrical productions produced or general managed by the company.

Reports to
Line Manager: Finance Manager

General Duties
To ensure that the books and records of all the theatrical productions produced and managed by the company are kept up to date to allow the preparation of accurate and timely weekly accounts and reports.

Tasks including but not limited to
- Processing invoices, and supplier payments.
- Reconciling supplier accounts
- Handling queries related to financial transactions
- Reconciliation of company credit cards
- Petty cash reconciliation and journal posting
- Expenses reconciliation and journal posting
- Collaborate with other departments to ensure smooth financial operations

Other Duties
- Any other tasks reasonably required to assist the Directors or other members of staff in their everyday duties
- Provide holiday and out of office cover for Finance team staff as required

Person Specification
Essential Attributes
- Excellent time management skills with the ability to work with a 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.

Desirable Attributes
- Prior experience in a finance or accounting role
- Proficient in Microsoft Excel and other accounting software
- An interest in the performing arts.

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

portfolio.

Covering and Deputising
Provide holiday and out of office cover for other members of the Finance Team as required.

Annual Holiday
20 days' holiday during each holiday year, rising to 22 days after 2 years and 25 days after 5 years of service, in addition to all Bank and Public Holidays.

Working Hours
Normally 10am to 6pm Monday to Friday with an hour for lunch.

Contract
Full time permanent role based in the West End.

Salary
£23,933 - £25,000 subject to experience.

Application
To apply please email a cover letter (no longer than 2 sides) and CV to playfulrecruitment@playfuluk.com no later than **12 midday on Friday 26th July 2024**.

Please write 'Finance Assistant' in the title of the email. Interviews will be held **w/c 29th July 2024**.

Please title you CV 'Full Name CV' and your cover letter 'Full Name Cover Letter'.