

## **Job Description**

<b>Job Title:</b>	Assistant Accountant
<b>Hours:</b>	40 hours per week
<b>Reports To:</b>	Finance Director (BKL) Finance Manager (TRW & ETL)
<b>Works with:</b>	Accountants (BKL)
<b>Place of work:</b>	Based at Theatre Royal Windsor
<b>Systems Used:</b>	Microsoft Dynamics Nav 2009 R2 Claris File Maker Microsoft 365 Rotacloud Excel

### **Main Purpose**

Theatre Royal Windsor / Bill Kenwright Limited is looking for a motivated and passionate Assistant Accountant to work across both Theatre Royal Windsor and The Other Palace Theatre to contribute to creating a first-class finance function.

The role has the following main focus:

- To lead on the maintenance and management of the Sales ledgers for both Theatre Royal Windsor and The Other Palace Theatre.
- To support the Finance manager to develop controls, processes, and protocols to ensure smooth and effective financial management, reporting and continued growth.

### **General Information**

Theatre Royal Windsor is an exciting and thriving regional theatre that is the only unsubsidised producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor operates as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area and is developing a new outreach and education programme and more diverse offer at the theatre.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

“To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists, and audiences.”

In addition to operating TRW, in October 2021 BKL (our parent company) completed the Purchase of The Other Palace Theatre, London. The Other Palace is a Theatrical venue in

London with a 308-seat main performance space, a separate 120 seat 'cabaret' studio space as well as a large bar and restaurant.

Under the lead of the Finance Manager, the department based at Theatre Royal Windsor will lead on the smooth and efficient delivery of financial services for both Theatre Royal Windsor and The Other Palace Theatre.

**This is a multifaceted and busy job role. As the assistant accountant, you will be responsible for but not limited to:**

- Taking ownership for the understanding, formatting, processing and correct coding of all sales Invoices, ensuring timely collections of outstanding payments for both Theatre Royal Windsor and The Other Palace Theatre.
- Understand & be able to process Show settlements & Royalty statements.
- Understand and be able to assist the purchase ledger clerk where required and be responsible for the weekly upload reconciliation of the BAC's run to Navision.
- Responsible for compiling the weekly payroll ready to send to our outsourced payroll.
- Checking of our show "payroll" related Fee Schedules ensuring these are both contractually correct and calculated correctly.
- Dealing with any Payroll queries from staff with the assistance of the FM and Payroll.
- Responsible for the formatting & journaling of the weekly & Monthly payroll, having a firm understanding of how these are conveyed in our P&L.
- Responsible for checking the bank reconciliations completed by the purchase ledger clerk for both TRW and ETL.
- Work with the purchase ledger clerk and wider teams to ensure that the petty cash & cash on hand balances weekly.
- Identifying and journaling any Pre-payments and accruals when required.
- Raising of Ad hoc payments when required, ensuring correct approvals.
- Deputise when requested for the Finance Manager.
- Support the Finance Manager and Finance Director with the preparation of monthly & year end statutory accounts for Audit and compliance purposes.
- Provide administrative support during budget preparation.
- A working knowledge of the Equity and UK Theatres, agreements and regulations.
- Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
- Continually review systems, processes, and procedures with the aim of ensuring that they are efficient, robust, and adding value to the company.
- Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented public and office spaces within the building.

PERSON SPECIFICATION

<b>Position Title:</b>	<b>Assistant Accountant</b>	<b>Date Prepared:</b>	<b>26/03/2024</b>
<b>Department:</b>	<b>Finance</b>		

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
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	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience of working within accounts / finance team with up-to-date knowledge of VAT legislation.	✓		AF/I
1.2	Demonstrable experience of standard accounting practice and general ledger management.	✓		AF/I
1.3	Good organisational and time management skills, with the ability to prioritise and manage workload to meet deadlines.	✓		AF/I
1.4	Excellent communication skills, both verbal and written.	✓		AF/I
1.5	Up to date knowledge of data protection / GDPR requirements.		✓	AF/I
1.6	Demonstrable experience of implementing and undertaking rigid and robust financial record keeping, cash handling and security checks.	✓		AF/I
1.7	Excellent tact and skill in dealing with suppliers and customers with experience of handling complaints and enquiries.	✓		AF/T /I
1.8	Strong IT skills including a high proficiency in Microsoft Office, particularly excel (pivot tables, formulas, etc.), coupled with experience of using technology to streamline processes.	✓		AF/T /I
1.9	Experience of general administration duties in an office environment.			I
1.10	Demonstrable experience of pre-payments, accruals, and assets.	✓		AF/T /I
1.11	Knowledge or interest / understanding of Arts industry (desirable)		✓	AF/T /I
<b>2.</b>	<b>COMPETENCIES</b>			
	<b>WORKING WITH PEOPLE</b>			
2.2	a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others, and communicates proactively e. Supports and cares for others f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/T /I
	<b>RELATING AND NETWORKING</b>			
2.3	a. Establishes good relationships with Internal and External Stakeholders. b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF/T /I

	REQUIREMENTS	Essential	Desirable	Assessed
2.4	<b>ANALYSING</b> a. Analyses numerical data, verbal data, and all other sources of information b. Breaks information into component parts, patterns, and relationships c. Probes for further information or greater understanding of a problem d. Makes rational judgements from the available information and analysis e. Produces workable solutions to a range of problems f. Demonstrates an understanding of how one issue may be a part of a much larger system	✓		<b>AF/T /I</b>
2.5	<b>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS</b> a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical, and orderly way e. Consistently achieves project goals	✓		<b>AF/T /I</b>
2.6	<b>ENTREPRENEURIAL AND COMMERCIAL THINKING</b> a. Keeps up to date with competitor information and market trends b. Identifies business opportunities for the organisation c. Demonstrates financial awareness d. Controls costs and thinks in terms of profit, loss and added value	✓		<b>AF/T /I</b>
3.1	<b>EDUCATION AND TRAINING</b> Minimum 2 years experience working in accounts payable. A proficient level of numeracy	✓		<b>AF</b>
3.2	Working towards a recognised accountancy qualification (ACCA/CIMA/ACA/ etc.)		✓	<b>AF</b>
3.3	Experience of using Microsoft Navision		✓	<b>AF</b>
3.4	First Aid at Work qualification		✓	<b>AF</b>