



Position: Assistant Accountant, Productions

Reports to: Production Accountant

Location: Woking Head Office

Hours: Full time, 40 hours per week

About TE

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatre, Theatre Royal Sydney, Olympia Theatre, HQ Theatres and Hospitality, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Theatre Productions, Chiswick Cinema and More2Screen.

An opportunity has arisen for an **Assistant Accountant** to join the finance team at Trafalgar Entertainment, based in the Woking office.

The Role

Assistant Accountant duties include but are not limited to:

- Processing weekly payment runs, petty cash and expenses and credit cards
- Processing weekly payrolls including overseas artists and making payments
- Assisting with the preparation of the weekly production accounts
- Preparing the cycle royalty statements for payment and distribution to royalty holders
- Weekly Bank reconciliations
- Working to provide details of budgeted and actual spend, including variance analysis
- Assisting with the preparation of monthly management accounts
- Preparing the VAT returns

Key skills needed

- Competent user of Microsoft Excel
- Experience of working in a finance environment
- Knowledge finance software
- Good systems understanding
- High attention to detail
- Excellent analytical and numerical skills
- Strong written and verbal communication skills
- Organised and have the ability to multi-task

Desirable skills

- Competent user of Sage X3 and I Trent MHR Payroll

To submit your application, please submit a CV and cover letter to recruitment@trafalgarentertainment.com with the subject line 'Assistant Accountant'.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.