
Job Description

Job Title:	Assistant Accountant
Hours:	40 hours per week, office based
Location:	BKL Head Office, London (Paddington)
Salary Band:	£24,000 - £27,000 dependent on experience
Holidays:	25 days plus bank holidays per annum
Reports To:	Senior Commercial Accountant
Works with:	Finance and Operations team, Chief Financial Officer, Theatre Production teams

Application Information:

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to kim.davies@kenwright.com Please include your current notice period (if any) and when you would be available to start.

Main Purpose

Bill Kenwright Ltd is looking to appoint an Assistant Accountant, to join our Finance team who work across our touring, West End and international productions. This role will report to the Senior Commercial Accountant, working closely with other members of the finance and operational teams.

We are looking for a candidate who wants to develop their role as the company grows and evolves.

Overview

Bill Kenwright Ltd is one of the largest and most established commercial theatre and entertainment producers with over five decades experience of producing more than 500 productions to date – including tours, West End, and international productions. Bill Kenwright Ltd is part of the Bill Kenwright Group of companies, alongside Bill Kenwright Theatres (Theatre Royal Windsor and The Other Palace) and film and TV production and financing company BK Studios.

Recent productions include: *Cruel Intentions* (West End), Ian McKellen & Roger Allam in *Frank & Percy* (West End) *Heathers the Musical* (West End and UK Tours), *Calendar Girls the Musical* (UK Tour), *Blood Brothers* (West End and UK Tour), *My Son's a Queer, (But what can you do?)* (West End), *Twelve Angry Men* (UK Tour), *The Shawshank Redemption* (UK Tour), *Home, I'm Darling* (UK Tour), *Saturday Night Fever* (West End & UK Tour), *Be More Chill* (West End), *Hamlet* and *The Cherry Orchard* (Windsor season with Ian McKellen), *The Cat & The Canary* (UK Tour), *Evita* (West End and UK Tour), *The Best Man* (West End), *Foxfinder* (West End), *Cabaret* (West End and UK/International tour), amongst many others.

Responsibilities include:

- Daily Box Office figures
 - Producing the daily theatre sales figures which are an important element of how the company manages productions.

Responsibilities include (continued):

- Purchase ledger:
 - Controlling the purchase ledger payments to maximise the cash benefit to the company.
 - Generating payment reports and the related BACS.
 - Maintenance and reconciliation of purchase ledger.
 - Credit Control Management involving Customer onboarding, credit checks and other activities.
 - Processing invoices / orders
 - Supplier queries and statement reconciliation.
 - Coding of invoices.
 - Procurement: negotiating prices with suppliers and placing orders.
 - Expense Claims: Reviewing, reconciliation and posting.
 - Other Ad-hoc tasks and assistance to other members of the team.
 - Company Credit Card Expenditure Control and processing.
 - When required assist with raising debtor invoices/chasing.

- Head Office and show petty cash:
 - Controlling posting and reconciling petty cash.
 - Ensuring that the expenditure is for business purposes.

Skills / Qualities

- Comfortable and proficient with numbers.
- Excellent IT skills.
- Energetic and resilient.
- Initiative.
- Good communication and people skills.
- Team player.
- High Level of accuracy and attention to detail

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If you have any questions or would like more information about the role, please email kim.davies@kenwright.com including the role you are enquiring about, and a contact telephone number and the relevant person will be in touch.