



Troubadour

THEATRES

Troubadour Theatres is a company specialising in large-scale pop-up film studios, theatre and event venues in London with plans to expand throughout the UK and worldwide. We build and operate go-to destination venues that are fully flexible, contemporary and impressive. These venues house major film productions, showcase world-class entertainment and create extraordinary audience experiences.

We are looking for an experienced, hard-working and motivated Assistant Accountant who is an excellent multitasker with exceptional communication and time management skills. You should be thorough, accurate, and honest with good bookkeeping skills.

To be a successful Accounting Assistant, you should have an understanding of basic Accounting principles and proficiency with computers and software, such as MS Excel, Google Sheets or Quickbooks. You should be trustworthy, efficient, and organised.

Reporting to: Finance Manager

Responsibilities to Include:

Purchase Ledger:

- Management of three central accounting mailboxes
- Setting up new suppliers on QuickBooks
- Creating PO's for Finance Manager approval
- Ensuring PO's are coded to appropriate GL code
- Matching purchase invoices to PO's
- Tracking costs against budgets
- Preparing weekly supplier payment run
- Updating cash flow forecast daily
- Daily bank management, allocation of receipts and payments
- Being the first point of contact for suppliers

Sales Ledger:

- Setting up new clients on QuickBooks
- Raising sales invoices to clients
- Credit control, chasing down outstanding debt
- Creating self-bill invoices for producers in relation to show settlements
- Tracking bar/restaurant receipts against SAP Business One software
- Creating journal entries for bar/restaurant receipts in QuickBooks



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General Ledger:

- Bank reconciliations for four GBP accounts on a weekly basis
- Preparing weekly payroll in QuickBooks
- Uploading weekly BACS payment file onto banking platform for the two theatre payrolls from QuickBooks
- Assisting Finance Manager in preparation of monthly management accounts
- Assist Finance Manager with monthly VAT returns

Person Specification

- Good working knowledge of Google Suite and MS Office including Excel and Word.
- Good working knowledge of QuickBooks online.
- Works well under pressure and to tight deadlines
- Good understanding of double entry
- 2-3 years' experience of working in a busy but small finance team / AAT qualified or studying AAT
- Self-confident person able to work independently with flexibility to adapt in a rapidly changing environment
- Good communication and interpersonal skills

Please send a CV and Cover letter to jobs@troubadourtheatres.com

Location: Wembley (London) - the role will be a mix of office based and remote working

Industry: Accounting

Annual Holiday: 28 days (including bank holidays), pro rata to length of contract

Salary: £25-30K pa (Depending on Experience)