

PAYROLL AND FINANCE ADMINISTRATOR JOB DESCRIPTION

Salary:	£30,000-£33,000 per annum dependent on experience
Terms:	Permanent (3-month probationary period)
Notice Period:	2 weeks during probation, 2 months thereafter
Hours:	37.5 hours average working week over 5 days Monday-Friday, we would also consider candidates wishing to work 30 hours or more.
Holiday:	20 days + bank holidays per annum pro rata
Reports to:	Co-Heads of Finance
Location:	1 Brewery Square, Copper Row, London SE1 2LF (with remote working available)

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

In 2020, we produced a new series of Alan Bennett's Talking Heads for BBC One. A new theatre in King's Cross is currently in development.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including A German Life, a one-woman show starring Maggie Smith, and A Midsummer Night's Dream, an immersive reimagining of Shakespeare's classic. My Name is Lucy Barton, performed by Laura Linney, opened on Broadway in January 2020.

ABOUT THIS ROLE

We are looking for a committed self-starter to join our small finance team in the performance of key administrative activities accurately and efficiently. The successful candidate will take ownership of the role and work using their own initiative, and also be an active part of the wider theatre team. We are looking for a candidate who can display exceptional attention to detail and is committed to meeting deadlines. The company is going through a period of growth and expansion and the candidate should be excited by this prospect, and be willing and flexible to undertake any necessary changes in the job role as required.

LONDON THEATRE COMPANY

The role will be responsible for all the administration involved with recruiting new starters across the company, together with the Theatre Administrator, including job specifications, anonymisation of applications, issuing contracts and the onboarding of new starters (including rights to work checks, employee reference checks and the new starter process). This role will then carry that through to accurate payroll preparation and submissions for weekly, four-weekly and monthly payrolls, up to manager review. The role will also manage the leaver process from manager through to payroll, and will be responsible for administration of the HR database and the HR email inbox.

The role will also support the Head of Finance by taking ownership of monthly reporting of charge card expenses across the business, and the reporting of all receipts spent by colleagues with petty cash advances and debit cards.

The role will suit someone who is excited by the idea of working in a fast-changing environment and having a hands-on approach to supporting and maintaining good internal controls, and being able and willing to implement process improvements.

The finance team currently consists of joint Heads of Finance and a Director of Finance and Administration, so it is a great opportunity to participate in the company and be really hands-on, driving the role forwards to suit the needs of the company.

DUTIES AND RESPONSIBILITIES

HR Administration

- Support the organisation and managers with recruitment, starting from job descriptions, through to applications, interviews, job offers and the new starter process.
- Manage the Recruitment inbox in collaboration with other Administrators when required.
- Be responsible for maintaining and updating the HR software portal.
- Processing electronic paperwork for new starters, including new starter forms, rights to work checks, employee references, contract preparation and signature, and ensure all documentation is uploaded to the HR software.
- Manage the leaver process, ensuring all outstanding amounts due on the contract are notified to payroll, the HR system is updated accurately to reflect the employee's position.
- Be prepared to deal with any changes to staff contracts, change of status and other ad-hoc requests.
- Assist managers with managing any periods of absence amongst the workforce due to sickness, unpaid leave, parental leave etc.
- Manage the HR inbox effectively and be first point of contact for all HR queries with due care and attention.
- Health & Safety – collaborating with Theatre Administrator to ensure all training certificates are up to date, work assessments are complete and fire records are complete on HR records
- Support the Assistant Producer with contracting for the Company (Cast, Stage Management, Creative Team), in particular, foreign entertainers process.

LONDON THEATRE COMPANY

Payroll

- Set up templates and run company payroll processing ensuring all standing data is correct when show payrolls are set up, and co-ordinating with other team members to ensure timely, accurate and complete payroll processing each week.
- Prepare 4-weekly payroll information for front of house staff from rota system, ensuring data reaches Head of Finance on time.
- Prepare the monthly payroll for head office staff from start through to manager review.
- Upload payments to the bank as required for payroll and any other bank tasks.
- Ensure ledger is updated correctly for payroll journals at each payroll processing task.
- Ensure all submissions (RTI, pension) are completed on time. Be the first point of contact with the pension provider.
- Reconcile net pay and all HMRC control accounts each month for all group companies. Ensure all pension payment schedules are prepared and submitted in a timely manner, and reconcile the pension control accounts monthly.
- Be prepared to answer payroll queries from staff, agents etc and any ad-hoc requests.

Finance

- Be the main administrator for the charge cards, helping and liaising with staff members to prepare their returns using our charge card platform and ensuring correct submission to the Xero. Ensure all intercompany adjustments are made accurately for the charge cards.
- Assist the Head of Costume with managing their debit card. This involves ensuring their weekly submissions agree to the transactions leaving the bank account, and follow up in a timely manner for any missing receipts. Regular reconciliation to ensure we stay on track with their card and cash spend.
- Ensure we maintain a clear trail of cash advances given to colleagues, such as props, stage management. Ensure all returns are completed on Expensify, and at the end of the run, that relevant funds are transferred back to LTC.
- Support the team by helping out in times of heavy workload. Be able and willing to provide cover in periods of absence.
- Opportunity to get involved with improving processes, driving and implementing new software and making all processes more timely, efficient and paperless.
- Undertake any tasks reasonably assigned and work effectively as a team in order to ensure the smooth running of the business.

Person Specification:

Essential

- Strong organisational and administrative skills
- Exceptional attention to detail, high integrity and committed to meeting all deadlines
- Ability to manage dynamic and changeable workloads
- Approachable and friendly, good team player who can work under their own initiative
- Payroll transaction exposure
- The ability to work well under pressure in a collaborative environment

LONDON THEATRE COMPANY

- Strong Excel skills and the ability to utilise a range of different software packages to organise and streamline information handling
- Punctual and reliable, with an understanding of the importance or confidentiality in the workplace
- Ability to communicate with people at all levels both internally and externally
- Strong desire to uphold high standards and maintain excellence, ensuring we have good robust internal processes.
- Proactive approach to solving problems and able to minimise errors
- Positive outlook and desire to work in a fast paced commercial environment, which will be going through a period of growth. Willing to learn and develop with the company.
- Post would suit senior AAT Level 3/4 qualified or experienced bookkeeper with payroll experience.

Desirable

- Experience using Xero or similar accounting packages
- Experience of working in a theatre environment
- Experience in HR administration

Benefits

- Pension scheme
- Tickets to Press Nights at the Bridge Theatre

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your completed Application Form and Equal Opportunities Monitoring Form. (Please note we do not accept CV's).

Deadline for applications: **Tuesday 4th May 9am.**

Interviews will likely take place from **Thursday 6th May.** (First interviews will most likely take place over video call with second interviews taking place in person if government restrictions allow).

This role is for an immediate start.

For more information, including Application Form and Equal Opportunities Monitoring Form please visit www.bridgetheatre.co.uk or email recruitment@londontheatrecompany.co.uk

If you have any queries, please contact recruitment@londontheatrecompany.co.uk

LONDON THEATRE COMPANY

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.