



## Production Accountant

### About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

### Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

## The Producing & Touring Department

After many years of creating & commissioning productions, Sadler's Wells established its Producing & Touring Department in Jan 2011, which is responsible for Sadler's Wells' productions, co-productions and UK and international touring projects. With global audiences of over 1.9 million across 48 countries and 348 venues, Sadler's Wells' producing and touring department collaborates with UK and international co-producing partners and has presented works at some of the most prestigious venues and festivals around the world including Sydney Opera House, White Light Festival, Lincoln Center (New York), the National Centre for Performing Arts (Beijing) and Chekhov International Theatre Festival, (Moscow).

Sadler's Wells producing and touring programme is committed to producing, commissioning and presenting works of the highest standard and, since 2005, produces award-winning shows in collaboration with its portfolio of Associate Artists, other dance companies and international partners. These include **Russell Maliphant's** multi award-winning production *PUSH* with **Sylvie Guillem**, **Crystal Pite's** *Polaris*, *Gravity Fatigue* with fashion designer **Hussein Chalayan**, *Sutra* by **Sidi Larbi Cherkaoui** and sculptor **Antony Gormley**, **Michael Keegan Dolan's** *Rian* and *Swan Lake*, productions by Carlos Acosta's **Acosta Danza**, and **William Forsythe's** *A Quiet Evening of Dance*.

With 48 productions created so far, it plays a dynamic role in the development of dance and brings innovative and inspiring productions to audiences across the world. More information on our productions can be found at [www.sadlerswells.com/touring](http://www.sadlerswells.com/touring)

## The Role

Reporting to the Finance Director, and liaising closely with the Executive Producer, the principal responsibility of the Production Accountant is to manage the financial management and accounting work of the Producing & Touring Department in close collaboration with the producers.

## Key responsibilities

- Work closely with the Executive Producer to manage annual departmental budgets and cash flow projections, collating information from the Producers as necessary.
- Assist in drafting production & touring budgets & cash flow forecasts as required.

- Manage the monthly accounts process for the preparation of the financial accounts in close liaison with the Producers. Reconciling the monthly management accounts and analysing variances against budget and forecast.
- Overseeing contra settlements and updating department budgets with details of actual spend.
- Prepare accounts reports for co-producing partners & royalty reports for artists and key partners, and manage all settlements.
- Prepare Foreign Entertainers Unit tax exemption applications for overseas visitors, and the equivalent tax exemption or withholding tax documentation when touring abroad, liaising with tour venues where necessary. Collating information and arranging annual and ad hoc insurance for overseas touring.
- Prepare Sadler's Wells' annual Theatre Tax Relief claims for submission to HMRC.
- Manage the accounting for all Sadler's Wells own touring productions when they perform at Sadler's Wells or the Peacock.
- Manage & support the implementation of the new budget template

## **Other Duties**

- Provide Finance inductions for new staff and excel & finance training and support for the Producing and Touring Department
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

***THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.***

## **What we are looking for**

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### **Essential**

- Significant relevant experience of management accounting and budget management
- Able to work quickly and accurately under pressure – management and budgeting deadlines can be tight.
- Good communication skills – the successful candidate must be able to deal effectively with staff across all departments within the theatre and representatives of co-producing companies and must be able to demonstrate successful daily dealings with non-financial people.
- High level of skill with Excel and major accountancy software packages
- Ability to work well as part of a team but also self-motivated and with a demonstrably strong ability to self-manage.
- Experience of working in the performing arts with financial systems & budget management support for theatrical productions

### **Desirable**

- Experience of Visual Basic script

## **Terms and conditions**

Salary £42,000 – £44,000 per annum, based on working 35 hours per week. However we would consider offering elements of this role on a part time basis (minimum over 3 days per week).

Annual leave entitlement is 5 weeks, pro rata, for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm Sunday 14 July 2019 Late applications will not be considered.**

**Interviews will take place week commencing Monday 22 July 2019.**

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