



Royal Court Theatre  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

## **JOB DESCRIPTION**

### **Finance Manager**

**Full time, permanent**

## **ABOUT THE ROYAL COURT**

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do his or her best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

## **ABOUT THIS ROLE**

**Job Title:** Finance Manager

**Line Manager:** Finance Director

**Line Report:** Finance Assistant

### **Main Purpose**

This is an exciting and varied role requiring an eye for detail and engagement across all departments within the organisation. The Finance Manager is a key role, responsible for the day-to-day finances and responding to queries as they arise for the organisation. Reporting to and working closely with the Finance Director, the Finance Manager will ensure the systems and procedures in place that safeguard the Charity and its subsidiary companies (ESC Catering Ltd and Royal Court Theatre Productions Ltd) are the most effective they can be. They will share the ambition and enthusiasm to enable and drive change in the department to meet the needs of this busy producing theatre that is constantly evolving.

The Finance Manager line manages the Finance Assistant ensuring the transactional detail is accurately and efficiently processed in a timely manner. Working in a fully paperless operation the Finance Manager will take the lead on several of the systems used to produce all the records in Xero. The jobholder will also be a key player in producing for example: first draft



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Management Accounts, Catering accounts, departmental reports and help colleagues with analysis against budgets.

### **Key activities:**

These are not exhaustive but give a flavour of the tasks required of the Finance Manager in the busy Royal Court Finance Department.

### **English Stage Company**

- Ensure invoice data is correctly imported from the invoice interpretation module to Xero and that the correct mapping is in place for approval steps
- Scrutinise and share updated expenditure and income reports with budget holders monthly and as requested
- Prepare first draft ESC Management Accounts including relevant journals, prepayments, accruals and ledger analysis for discussion with the Finance Director. Other tasks required for management accounts preparation include:
  - Complete relevant Balance Sheet reconciliations at least quarterly and check those completed by others
  - Check and import box office income journal.
  - Post all intercompany transactions between ESC and ESCC and RCTP and ESC and ensure the accounts reconcile.
- Prepare first draft Show Accounts and investigate variances for evaluation across the organisation
- Prepare and work to improve the Box Office Income Journal using reports from Spektrix for uploading into Xero. Ensure credit and voucher balances match with ledger
- Oversee the Gift Aid returns process and record claims made to HMRC for all income streams for Management and Statutory Accounts purposes
- Prepare the royalty payments due to writers in conjunction with the Finance Director
- Keep the Commissions log updated and under constant review.
- Spot check creative fees log and budgets
- Prepare ad hoc spreadsheets for information purposes and look at ways to improve current systems
- Help with Theatre Tax Relief calculations as required by the Finance Director
- Manage the PSA annual settlement and any FEU applications with authorisation from Finance Director
- Produce complex sales invoices as required checking with the Finance Director for VAT, department, project and correct Nominal Codes are in place before sending

### **All Companies**

- Process ESC, ESCC, RCTP Vat returns including partial exemption calculation with assistance as required from Finance Director
- With the Senior Payroll and Finance Officer post payroll journals and check all payroll related balance sheet entries to ensure everything is up to date.

- Oversee PO/invoicing approval process in ApprovalMax ensuring that the user database is up-to-date and carry out training/induction for new users
- Ensure that purchasing cards (Soldo) have appropriate balances available to users, ensure user database is maintained. Check that expense transactions on cards are reconciled in Xero on a timely basis, chasing up receipts/invoices as appropriate.
- Create and authorise bank payments
- Check weekly ESCC, ESC, SM and catering journal postings prepared by the Senior Payroll and Finance Officer in Xero and Brightpay.
- Statutory Reporting, EPS and FPS. Dealing with HMRC, paying PAYE and checking liabilities match and ensuring anything we can claim is processed – SMP, SSP
- Deal with our merchant services and acquiring banks.

## **ESC Catering Ltd**

- Assist the Senior Payroll and Finance Officer with payroll and queries as required
- Manage cash flow and intercompany trading
- Assist when required and check ESCC stocktakes are carried out in line with management accounting reporting periods.

## **Other Commercial Subsidiaries**

- Payments and admin as required ad hoc for RCTP in Xero and as directed by the Finance Director
- Manage payments to investors and transactions through RCTP

## **Team and Company working and meetings**

- Treat all information with confidentiality and sensitivity. Finance is a department where personal and financially sensitive information is held at all times.
- Dealing with or holding queries as they arise for Finance Director and Senior Finance and Payroll Officer.
- Cover payroll for ESC and ESCC as required.
- Play an active part in development, promotion and implementation of all company policies including anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety.
- Attend company and departmental meetings as required.
- Attend Royal Court productions, readings and other events when required.

*To carry out any other duties required by the theatre in pursuance of the above objectives.*



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### **Personal specification:**

- Knowledge of working with integrated IT systems such as Xero
- Demonstrable desire and ability to work in an integrated, digital finance environment
- A relevant finance qualification or at least 2 years' experience and looking to work towards one (study support package available)
- Ability to work to tight deadlines and manage a diverse workload
- Ability to act with discretion and confidentiality at all times
- A good communicator and advocate for the department
- Enthusiastic team player and internal communicator
- Ability to think outside the box and see the bigger picture
- A proactive thinker who can see and solve problems and knows when to seek advice
- Desire to manage up and deputise as appropriate
- Brilliant analytical skills with a passion and vision for change improvement
- Great excel skills and a drive to grow these skills for themselves and the team
- A good understanding of internal control standards and the ability to recognise the need for and recommend change
- Willingness to learn the skills required to progress in the role

### **HOW TO APPLY**

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

**Applications should be sent to the recruitment inbox at [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com).**

**The deadline for applications is 5pm Monday 17<sup>th</sup> June. 1<sup>st</sup> interviews will take place in that week.**

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The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.



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## TERMS AND CONDITIONS

**Hours:** 40 hours per week, usually 10am - 6pm Monday – Friday (1 hour lunch break)  
Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

**Contract:** Full time/Permanent

**Salary:** £36,000 to £41,000 per year

**Holiday Entitlement:** 25 days per year, plus bank holidays.

**Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

### Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Cycle to work and season ticket loan schemes
- Free life insurance
- Discretionary days leave at Christmas
- Staff social events
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Discount on all purchases in the theatre's Bookshop, subject to discount policy.