



## JOB OPPORTUNITIES

POSTED 19 APRIL 2024 – APPLICATIONS BY 13 MAY 2024

ROYO is looking for a part-time Bookkeeper to work across multiple productions within our busy London production office.

Productions include *HERE & NOW*, *Kinky Boots*, *Johannes Radebe: House of JoJo*, *NOW That's What I Call A Musical*, *13 Going on 30: The Musical*, *The Very Hungry Caterpillar*, and more.

This position will also be required to work across a range of development productions and will be based in ROYO's central London office.

ROYO is a committed equal opportunities employer. We actively encourage applicants from all backgrounds and sections of the community.

[www.royo.co.uk](http://www.royo.co.uk)

### **Book Keeper**

The Bookkeeper will work under the Directors, General Managers and Production Coordinators supporting in the organisation and administration of each production.

Responsibilities will include:

#### **General Administration:**

Responsible for journal and other entries ensuring accuracy and completeness of financial records:

- Management and maintenance of the Chart of Accounts.
- Maintenance, operation and reconciliation of key control accounts; Income tax, VAT, Pension (jointly with VH), PRS.
- Ensure copies of accounts filed with Companies House and HMRC after formal approval.
- Reconciliation of credit cards and bank payments.

#### **Accounts Payable:**

- Weekly payment run. Ensuring all suppliers, hirers and artistes are paid to terms and all spend is authorised in accordance with the company policies.
- Management of relationship with Suppliers. The role is the initial contact for all matters relating to payment of Suppliers.
- Ensure all bank entries are posted to the General ledger as appropriate.

#### **Cash, expenses and credit cards and float accounts:**

- Payment of properly approved expense forms posting to ledger and accounting for VAT where supporting vouchers provided.

#### **Sales ledger:**

- Invoicing and management of accounts receivable from all group subsidiaries.

- Managing sales ledger control account, chasing for payment and escalating as necessary.

**VAT:**

- Summarise quarterly all amounts paid and charged by bank or invoice, together with net sales and purchases.
- Prepare online VAT return, and enter in records amounts payable/repayable by HMRC.
- Arrange VAT payment as required.

**Personal Qualities and Experience:**

- At least 12 months' experience in bookkeeping for a medium scale business.
- Experience of working in a multi-faceted arts and entertainment company is desirable.
- Knowledge of accountancy software, specifically QuickBooks.
- Excellent communication skills.
- Excellent numeracy and literacy skill.

Currently, this role will be required to work 2 days per week from our central London office.

To apply for the position, please send your CV and cover letter to:

[recruitment@royo.co.uk](mailto:recruitment@royo.co.uk) with the subject of the email as YOUR NAME | BKA24