



JOB OPPORTUNITIES

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APPLICATIONS BY 03/10/2025

ROYO is looking for a **Bookkeeper - Entertainment Group**.

ROYO is a diversified group operating across live entertainment sectors; touring and West end Theatre productions, family theatre shows, video production, venue operations, licensing, and merchandising for theatre productions. We develop commercial content for UK and international markets shown in a number of concurrent large scale theatrical. Our group encompasses Studio Twenty, a leading video production company for theatrical marketing assets, and an immersive event venue on Tottenham Court Road.

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

www.royo.co.uk

Bookkeeper - Entertainment Group

This role will support ROYO's financial administration across our diverse business operations. The position plays a crucial role in ensuring smooth day-to-day financial management and will provide exposure to multiple industry verticals. The successful applicant will join a group-wide finance team of 3 employees and report to the Commercial Manager. This full-time role is based in ROYO's central London office.

Key Responsibilities:

Financial Operations:

- Day-to-day bookkeeping using QuickBooks and Soldo systems
- Prepare VAT returns in line with Making Tax Digital requirements
- Reconcile bank accounts, credit cards, and expense claims accurately and efficiently
- Manage petty cash, floats and employee payment card systems
- Administration of general ledger, internal costings, and month-end procedures

Business Administration:

- Process purchase invoices, credit cards, and weekly expense postings
- Assist with project accounting, multi-entity consolidation, and project-specific Profit & Loss statements
- Prepare accounts payable for pay runs and operate bank accounts
- Compile sales reports and assist with budget management and forecasting
- Liaise directly with cross-sector suppliers, agencies, venues and business partners

Compliance & Reporting:

- Issue financial statements and liaise with external accountants
- Prepare correspondence with HMRC, Companies House and other authorities
- Support payroll processing and coordinate timely payment of salaries, pension contributions, and taxes alongside and as instructed by the Finance Coordinator
- Manage starter forms, employee data, and onboarding procedures
- Maintain supplier terms and ensure compliance with all conditions

General Support:

- Provide office administration support including phone coverage and visitor reception
- Handle confidential information with discretion and professionalism
- Ensure office operations run smoothly for a busy working environment

Essential Requirements:

- Minimum 1 year relevant professional experience in bookkeeping or finance role
- Advanced knowledge of Microsoft Excel and office software
- Strong numerical skills and attention to detail
- Sound understanding of financial management principles and processes
- Working knowledge of VAT and corporation tax
- Excellent organisational and communication skills
- Ability to work independently, problem-solve, and remain calm under pressure

Desirable:

- Bookkeeping qualifications (AAT Level 2+ or similar)
- Experience with QuickBooks and Soldo systems
- Multi-sector business experience valued
- Adaptability across different business models
- Experience in a growth company environment

What We Offer:

- Salary range £30,000 to £37,000 depending on experience
- One year fixed term contract
- Exposure to diverse business operations and professional development opportunities
- Fast-paced, entrepreneurial environment
- Attractive occupational benefits package
- 35 working hours per week, Monday to Friday, 10:00am to 6:00pm
- Hybrid working available after completion of probation period
- 20 days' holiday per year plus all bank and public holidays
- Study support and internal trainings

To apply, please email a covering letter and CV of max two pages to recruitment@royo.co.uk with the subject of the email as **YOUR NAME | BK25**