



JOB OPPORTUNITIES

POSTED 10th March 2025
APPLICATIONS BY Friday 21st March 2025

ROYO is looking for a **Production Finance Coordinator** to join its busy production office.

Recent and current productions include *13 Going On 30 The Musical*, *Kinky Boots*, *NOW That's What I Call A Musical*, *Here & Now the Steps Musical*, *Police Cops The Musical*, *The Very Hungry Caterpillar Show*, *Johannes Radebe: House of JoJo*, *Fisherman's Friends: The Musical*, *Disney's Winnie the Pooh*, *The Cher Show* & *The Osmonds: A New Musical*. Further major productions are to be announced for 2025/6.

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

www.royo.co.uk

To apply, please email a covering letter and CV to recruitment@royo.co.uk with the job title in your email's subject line by 6pm on 21.03.25.

PRODUCTION FINANCE COORDINATOR

This exciting role will support the production's running and financial administration, bridging the worlds of operations and financial management on ROYO's productions. The position will play a crucial role for the commercial success of our shows, ensuring the smooth day-to-day financial management. The successful applicant will benefit from previous experience in a theatre based general management role and strong understanding of financial management principles.

The Production Finance Coordinator will report to the Commercial Manager and work alongside the production departments on all current and future productions. The full-time role will be based in ROYO's central London office.

Responsibilities will include:

- Assisting the Management of Budgets, Tracking Expenditure and Forecasting Costs
- Compile Sales Reports and P&L Forecasts
- Manage Production and Group Cashflows
- Process invoices, Credit Card Spend, and Expense Claims accurately and efficiently
- Manage Petty Cash, Floats and Employee Payment Card Systems
- Compute Production Royalties and generate Reports
- Prepare Financial Statements and Production Accounts
- Manage Starter Forms, Employee Data, and onboarding procedures
- Ensure compliance with applicable employment, immigration, and health and safety regulations
- Keep records of supplier terms and ensure all conditions are adhered to
- Assist in the processing of payroll and coordinate timely payment of Salaries, Pension Contributions, and Taxes
- Maintain a working knowledge and understanding of all areas of production, including Union Agreements, Insurance policies and Employer responsibilities

- Administrating Theatre Contra Settlements
- Coordinate the Disposition and Procurement of production equipment from the Group Wide Pool
- Prepare and Manage Correspondence with HMRC, Companies House and other authorities
- Handle confidential information with discretion and professionalism
- Provide general support to the ROYO office including minuting meetings, answering the phones as required, welcoming visitors and being a representative of the company at all times
- Ensure the office is sufficiently run and stocked for a busy working office.

Personal specification:

- A minimum of 1 year of relevant professional experience in a theatrical production and/or general management role
- Advanced Knowledge of Office software, particularly Microsoft Excel is elemental, experience in the use of VBA is desirable
- A high degree of attention to detail
- Strong understanding of financial management principles, including budgeting and forecasting
- Working Knowledge of Employer duties including Pension Regulations, EPS and MUPS
- Knowledge of legal and statutory requirements related to theatre productions
- Proficiency in financial management and accounting, knowledge of Quickbooks and Soldo desired
- Highly organised, efficient and collaborative approach to working across teams
- Strong ability to work independently, problem solve, and remain calm under pressure
- Experience in managing budgets for touring and West End productions
- A proven interest and commitment to working in theatre
- Excellent communication and computing skills

Contractual information:

- Initially a twelve-month fixed term contract which maybe extendable thereafter on a rolling basis, subject to an initial three-month probationary period
- Salary range £30,000 to £35,000 depending on experience
- Attractive occupational benefits available
- Working hours of Monday to Friday, 10:00am to 6:00pm, but out of hours work will be expected as necessary
- The job description included is not exhaustive and may be amended from time to time.
- 20 days' holiday during each holiday year, pro-rata to the length of the engagement in addition to all Bank and Public Holidays

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