

# KENTON THEATRE

HENLEY - ON - THAMES

## Bookkeeper Job Description

The Kenton Theatre is a stunning Georgian building which first opened in November 1805 with The School of Reform or How to Rule a Husband by Thomas Morton, and is now the fourth oldest working theatre in the country. This is an exciting time for the Kenton Theatre as the charity recovers from lockdown and seeks to expand the reach of its artistic and community programme into new areas, welcoming new audiences to this historically important venue.

The Kenton Theatre is operated by the Kenton Theatre Management Society, a registered charity, and is managed by a professional team supported by a large number of volunteers. We are currently looking for an experienced Bookkeeper to help to develop our financial record keeping and sustainability.

Working Hours: 12 hours per week at flexible times to suit. Much of this time will be working from home

Salary: £15.00 per hour

Reporting to: Theatre Operations Manager

### **Main Purposes of the Job**

To assist the Theatre Operations Manager and Treasurer in the day-to-day operations and development of financial and accounting procedures.

The Bookkeeper reports to the Theatre Operations Manager and works closely with the Treasurer, who in turn report to the Board of Trustees of Kenton Theatre Management Society (KTMS) and its subsidiary company Kenton Theatre Presentations Ltd (KTPL).

This is an essential part of the operation of the Kenton Theatre, providing financial and recording support to the work of the Theatre, responsible for preparing reports, maintaining our accounting software (Xero) and ensuring that payments and receipts are monitored and actioned as appropriate.

### **Key Responsibilities**

1. Theatre's Accounting System – Xero
  - a. Responsible for journal and other entries ensuring accuracy and completeness of financial records,

- b. Management and maintenance of the Chart of Accounts and other Standing Data,
  - c. Management of and preparation of reports both for control and management information,
  - d. Management and control of interfaces to the Accounting System to include: Spektrix (Ticketing System), Bank Accounts (Barclays), Barclaycard (Tickets sales – card and internet), World Pay (Bar – card sales) and Theatre Tokens,
  - e. Maintenance, operation and reconciliation of key control accounts; Income tax (outsourced to VH), VAT, Pension (jointly with VH), PRS, Theatre Tokens,
  - f. Management of user access, interface with system provider.
2. Accounts Payable
- a. Weekly payment run. Ensuring all suppliers, hirers and artistes are paid to terms and all spend is authorised in accordance with the Theatre’s Control Framework,
  - b. Management of relationship with Suppliers. The role is the initial contact for all matters relating to payment of Suppliers.
  - c. Preparation of a weekly cash flow forecast highlighting where any funding draw down is required
3. Banking
- a. Monthly reconciliation of all three bank accounts (Barclays) operated by the Theatre:
    - i. KTMS main account,
    - ii. KTMS box office account,
    - iii. KTPL main account
  - b. Ensure all bank entries are posted to the General ledger as appropriate
  - c. Further develop the automatic interface between banking and accounting systems e.g. automatic payment run driven from Xero
4. Show Settlements
- a. Arrange payment to performers and hirers of net hire fees, share of ticket sales and/or performance fee ensuring that PRS, VAT, Technical Charges and any other relevant costs are accounted for and remitted in accordance with the show contract. Liaison with the Theatre Operations Manager on any matters associated with the settlement.
  - b. Ensure appropriate sums are transferred from the KTMS box office account to the KTMS main account. Maintain reconciliation with Spektrix.
  - c. Reconciliation of Theatre tokens with monies received and payment of invoices raised by SOLT (Society of London Theatres)
5. KTMS Box Office Account
- a. On a weekly basis arrange transfer of funds to the main account in conjunction with Show Settlements provided by the Theatre Operations Manager,
  - b. Monthly transfer of; restoration levy, box office handling charges and postage to the main account,

- c. Monthly bank reconciliation of balance held to shows remaining to be settled,
  - d. Advise on direct credits and other donations received in respect of Kenton for Keeps and Friend's schemes
- 6. Cash, expenses and credit card
  - a. Payment of properly approved employee, volunteer and trustee expense forms, posting to ledger and accounting for VAT where supporting vouchers provided,
  - b. Accounting for the payment (direct debit) of monthly Corporate Credit card bill (Barclaycard). Allocation of line items to appropriate ledger codes based on analysis provided by card holder. Accounting for and claiming VAT where necessary supporting vouchers provided,
  - c. Control and monitoring of cash floats held by Box Office, Café and Bar including verification exercise to support annual accounts
- 7. Bar and café receipts
  - a. Accounting for and booking income from Bar and Café based on records and banking provided by the Bar Manager,
  - b. Reconciliation of bank (cash and credit card receipts) to Bar Manager returns,
  - c. Support quarterly stock taking exercise, advising on current replacement cost of stock lines
- 8. Pantomime (Kenton Theatre Presentations Ltd – KTPL)
  - a. Maintain analysed cash book showing receipts and payments in respect of annual pantomime and any other shows produced by KTPL,
  - b. Invoicing of pantomime Sponsors for pantomime,
  - c. Payment by bank transfer of artists and other fees and expenses generally.
  - d. Monthly bank reconciliation,
  - e. Prepare annual account of pantomime income and expenditure and reconcile with theatre figures,
  - f. Prepare annual draft Profit and Loss Account and Balance sheet, Extended Trial Balance for review and completion by theatre auditor, and submission to HMIT & CRO.
  - g. Deal with any other tax claims/returns.
  - h. Monitor VAT registration threshold on a cumulative twelve month period,
- 9. Sales ledger
  - a. Invoicing of sponsors, advertisers and other miscellaneous customers,
  - b. Managing sales ledger control account, chasing for payment and escalating as necessary,
  - c. Recording of hirers deposits, managing control account releasing to P&L when show is settled
- 10. VAT

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

#### 11. Reporting

- a. Monthly production reports based on show settlements, levy income and bar statements,
- b. Monthly management accounts (P&L) reporting variance to budget across key income and expenditure line items,
- c. Quarterly full accounts – P&L, Balance Sheet and use of Restoration Levy

#### 12. Budgets

- a. Support the Theatre Operations Manager and Treasurer in the preparation and consolidation of the Annual Budget and any reforecasting as required

#### 13. Annual Financial Accounts

- a. Working with the Treasurer, prepare annual Charity accounts in statutory form for checking and completion by the Theatre's auditor and circulation to Trustees for approval.
- b. Ensure copies of accounts filed with Companies House, Charity Commission and HMRC after formal approval (filing currently managed by VH)

#### 14. Payroll – managed by third party (VH)

- a. Manage relationship with third party payroll provided, act as key point of contact,
- b. Review of monthly payslips,
- c. Arrange payroll payment to employees, HMRC and Pension fund

#### 15. Other (Gift aid, data protection)

- a. Deal with Data Protection registration, PPL fees, Waste Statements etc. as they arise.
- b. Periodically complete and file with HMRC Gift-Aid claim forms.

### **Person Specification**

#### Experience:

- At least 12 months' experience in book keeping for a small to medium scale business
- Experience of working in a multi-faceted arts and entertainment venue is desirable
- Financial or accounting qualifications are desirable

#### Knowledge:

- Knowledge of accountancy software, specifically Xero
- Knowledge of Sage Payroll services

- Understanding of the performing arts and the nature and demands of operating within an arts/events venue
- Excellent communication skills
- Excellent numeracy and literacy skills

Ability and Aptitude:

- A focus on first-class customer service
- Excellent attention to detail
- Solutions-focused
- Self-motivated

Other:

- Willingness to work within all Kenton Theatre policies, procedures and budgets, in particular health and safety, equal opportunities, confidentiality and data protection
- Be informed about, promote and support all of The Kenton Theatre's work
- Be proactive about own training and personal development
- Participate in staff meetings and training as and when required
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager

**Terms and Conditions:**

Start: ASAP

Probation period: 6 months

Hours: An average of 12 hours per week at flexible times to suit. Much of this time will be working from home

Holidays: 28 days per annum including public holidays, pro-rata

Salary: £15.00 per hour

Application Procedure: Please email a CV and cover letter to [theatremanager@kentontheatre.co.uk](mailto:theatremanager@kentontheatre.co.uk) ensuring that **Bookkeeper** is included in the subject line.

Deadline: 21<sup>st</sup> March 2022. Interviews will be held in the week commencing 28<sup>th</sup> March 2022