



## **Accounts Assistant**

The Theatre of Comedy Company Limited owns and operates the prestigious Shaftesbury Theatre in London's West End, currently home to Motown The Musical. The finance department serves both the Theatre as well as the Group's Television and Talent Agency businesses.

### **The Role**

Due to the expansion of the Television and Talent Agency businesses we require an Accounts Assistant to assist the Company's Accountant dealing with all aspects of the accounting function to include Purchase Ledger, Sales Ledger, Bank Reconciliations, Nominal Analysis as well as Client Contract Reconciliations and the opportunity to work on the company future TV projects.

### **Candidate Requirements**

1 – 2 years relevant practical experience  
Educated to degree level  
Ideally studying towards AAT  
You will have good working knowledge of Excel and preferably Sage 200  
Knowledge of Payroll would be desirable

Salary Range (Dependent upon experience):  
£22,000.00 to £27,000.00 + Study

To apply send a CV with accompanying letter to [vacancies@shaftesburytheatre.com](mailto:vacancies@shaftesburytheatre.com)

Closing date for applications Friday 9th November 2018

Unsuccessful applicants will not be contacted

[www.shaftesburytheatre.com](http://www.shaftesburytheatre.com)

No Agencies