



Theatre Management Accountant – Trafalgar Entertainment Asia-Pacific (TEAP)

As one of the world's premium international live entertainment businesses, Trafalgar Entertainment are the proud operators of the Theatre Royal Sydney (TRS). Theatre Royal Sydney have recently reopened after undergoing an extensive refurbishment, creating brilliant new theatre experiences for our audience, staff and artists.

The **Theatre Management Accountant** will work closely with the Finance Manager and will be responsible for the month-end processes and reporting, TRS payroll, accounts payable, settlements and various other deliverables.

TEAP currently consists of a single legal entity, responsible for the operation of the Theatre Royal Sydney (TRS). Venue developments in other parts of Australian are planned and this role will take ownership of all legal entities relating to these developments, reporting at both a venue level and as an Asia-Pacific Group.

The role will be based at the Theatre Royal Sydney working closely with the team in Sydney and the UK.

For further information about this role, please refer to the Position Description provided below.

To submit your application, please submit your current resume to trsrecruitment@trafalgarentertainment.com.au with the subject line '**Theatre Management Accountant Application**' by 5pm 28 January 2022.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Applications are open to those with full working rights in Australia. Trafalgar Entertainment Asia-Pacific is an Equal Employment Opportunity Employer.



Position Description

Position: Theatre Management Accountant, Trafalgar Entertainment Asia-Pacific (TEAP)
Reporting to: Finance Manager

Job function

TEAP currently consists of a single legal entity, responsible for the operation of the Theatre Royal Sydney (TRS). Venue developments in other parts of Australian are planned and this role will take ownership of all legal entities relating to these developments, reporting at both a venue level and as an Asia-Pacific Group.

Working closely with the Finance Manager, the Theatre Management Accountant will be responsible for the month-end processes and reporting, TRS payroll, accounts payable, settlements and various other deliverables.

This role offers an exciting opportunity for an ambitious and driven finance professional to support the Finance Manager, including deputising as necessary, in developing the finance function and supporting expansion activity as required. The role will initially be based at the Theatre Royal Sydney working closely with the team in Sydney and the UK.

Responsibilities:

Month End / Year End

- Month-end responsibilities including review of performance against forecasts and budgets, balance sheet reconciliations & maintaining fixed asset registers.
- Year-end responsibilities including preparing year end audit packs and assisting with the annual external audit.

Payroll:

- Exporting of approved timesheets from Deputy rostering system into Xero for payroll processing.
- Updating employee payroll records in Xero and ensuring that these match the employee details in Deputy.
- Processing of payroll in Xero for weekly and fortnightly employees – Front of House, Bar, Technical, Stage Door etc.
- Submitting completed payroll reports to line managers for approval, so that payroll can be finalized by 1.00pm every Tuesday, for uploading to the bank and payment on Wednesday.
- Processing and payment of State and Federal tax obligations including PAYG, Payroll Tax and Superannuation by due dates.



Accounts Payable:

- Processing and payment of vendor invoices in a timely manner, following internal control procedures for approval of expenditure.
- Scheduling batch runs based on standard company payment terms.
- Ensuring that supporting documentation is provided to approvers for all payment runs.
- Verify and process employee expense claims and manage the approval and payment process.
- Reconcile corporate credit card transactions and enter them into the accounting system with supporting documentation.
- Supporting the month end function.

Other Responsibilities:

- Preparation and reconciliation of weekly ticketing sales journals from our self-ticketing platform NLive, as well as from third party agencies.
- Compilation and weekly preparation of the financial settlement documentation for venue hirers.
- Processing of bar and merchandise retail sales and cost of sale journals.
- Preparation and lodgement of the monthly BAS statement.
- Weekly cash flow reporting.
- Setting up payments on ANZ transactive
- Any other duties as required.

Skills and Attributes:

- Solid understanding of accounting, payroll, and accounts payable principles.
- Considerable experience with Xero accounting system, in particular payroll, bill processing and employee expenses.
- Understanding of Sage X3 accounting package or willingness to learn new system.
- Demonstrated understanding and interpretation of modern awards.
- Proven ability to calculate, post and manage financial records.
- Accurate data entry skills.
- Ability to prioritise and multitask to meet weekly deadlines.
- High level of accuracy and attention to detail.
- Excellent communication and interpersonal skills.

Qualifications and Experience:

- Tertiary qualifications in Finance and Accounting, preferably with CPA or CA qualification.
- 2 -3+ years post qualification experience in a similar role.
- Previous experience and interest in the live performance industry is highly desirable but not essential.