

HR APPRENTICESHIP – Finance Team

JOB DESCRIPTION

Salary:	£17,000-£18,000 per annum dependent on experience
Terms:	Permanent (3-month probationary period)
Notice Period:	2 weeks during probation, 2 months thereafter
Hours:	37.5 hours average working week over 5 days Monday-Friday,
Holiday:	20 days + bank holidays per annum pro rata
Reports to:	HR and Payroll Generalist
Location:	12 Lewis Cubitt Square, London, N1C 4DY (Office based 4 days a week until fully trained then remote working is optional.)
Deadline:	28 August 2023 – 12pm

ABOUT LONDON THEATRE COMPANY

London Theatre Company (LTC) is a commercial theatre producing company led by Nicholas Hytner and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

A new venue in King's Cross, Lightroom, has recently opened, which is where this role will be based. Lightroom is London's new home for remarkable artist-led shows. In the heart of the city's diverse and evolving King's Cross area, just beside Coal Drops Yard, Lightroom is a 4-story-high, fully projectable space set inside a purpose-built new venue comprising the showspace, bar/cafe and retail spaces.

Now showing David Hockney: Bigger & Closer (not smaller & further away), a future slate of shows will see the world's leading creative voices use Lightroom's vast walls and cutting-edge audio-visual technology to tell stories like never before.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimagining of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transfers to New York in the autumn of 2022.

The Bridge's first musical, an immersive reimagining of *Guys & Dolls* will play until February 2024.

ABOUT THIS ROLE

LONDON THEATRE COMPANY

We are looking for a committed self-starter to join our small finance team in the performance of key accounting activities accurately and efficiently. The successful candidate will take work in a supportive role supporting the functioning of the Finance department. We are looking for a candidate who is keen to learn and display exceptional attention to detail. The company is going through a period of growth and expansion leading to the requirement of this new role. The candidate should be excited by the prospect, of growing with the business and so will need to be willing and flexible to undertake any necessary changes in the job role as required.

The role will be responsible for all the administration involved with recruiting new starters across LTC and Lightroom, including, issuing contracts and the onboarding of new starters (including rights to work checks, employee reference checks and the new starter process). This role will then carry that through to accurate payroll preparation and submissions for weekly, and four-weekly, up to manager review. The role will also manage the leaver process from manager through to payroll, and will be responsible for administration of the HR database.

The role will suit someone who is excited by the idea of working in a fast-changing environment and having a hands-on approach to supporting and maintaining good internal controls, and being able and willing to implement process improvements.

The Finance Team currently consists of Director of Finance and Administration, Head of Finance, Company Accountant, Finance Apprentice and Payroll & HR Generalist.

DUTIES AND RESPONSIBILITIES

Payroll

- Support with setting up templates, inputting and preparing the show payrolls.
- Prepare 4-weekly payroll information for front of house staff from rota system, ensuring data reaches the Payroll & HR Generalist for review ahead of pay day.
- Upload payments to the bank as required for payroll and any other bank tasks.
- Ensure ledger is updated correctly for payroll journals at each payroll processing task.
- Submit the equity and musician pension submissions on a monthly basis.

HR Administration

- Be responsible for maintaining and updating the HR software portals for LTC and Lightroom.
- Processing electronic paperwork for new starters, including new starter forms, rights to work checks, employee references, contract preparation and signature, and ensure all documentation is uploaded to the HR software.
- Manage the leaver process, ensuring all outstanding amounts due on the contract are notified to payroll, the HR system is updated accurately to reflect the employee's position.
- Be prepared to deal with any changes to staff contracts, change of status and other ad-hoc requests.
- Opportunity to get involved with improving processes, driving and implementing new software and making all processes more timely, efficient and paperless.
- Undertake any tasks reasonably assigned and work effectively as a team in order to ensure the smooth running of the business.

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- Support the team by helping out in times of heavy workload. Be able and willing to provide cover in periods of absence.

Person Specification:

Essential

- Strong organisational skills, administrative skills and attention to detail.
- Approachable and friendly, good team player who can work under their own initiative.
- Exceptional attention to detail, high integrity and committed to meeting all deadlines.
- Ability to manage dynamic and changeable workloads.
- The ability to work well under pressure in a collaborative environment.
- Punctual and reliable, with a strong understanding of the importance or confidentiality in the workplace.
- Ability to communicate effectively at all levels both internally and externally.
- Strong desire to uphold high standards and maintain excellence, ensuring we have good robust internal processes.
- Proactive approach to solving problems and able to minimise errors.
- Positive outlook and desire to work in a fast paced commercial environment, which will be going through a period of growth. Willing to learn and develop with the company.
- Interest in studying CIPD.

Desirable

- Experience using Xero or similar accounting packages.
- Experience of working in a theatre environment.
- Desire to learn about HR administration.

Benefits

- Pension scheme.
- Tickets to Press Nights at the Bridge Theatre and Lightroom.

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website. Applications will be anonymised before shortlisting.

Deadline for applications: 28 August 2023

First round interviews will take place via video call with second round taking place in person. With an intended possible start date of 4 September 2023

For more information or if you have any queries please visit [our website](#) or email recruitment@londontheatrecompany.co.uk

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We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.