

## About Selladoor Worldwide

Selladoor Worldwide began its life in 2009 as Sell a Door Theatre Company and has gone on to develop rapidly under co-founders David Hutchinson (Executive Creative Producer) and Phillip Rowntree (Executive Commercial Producer). The company has become an integral part of the regional theatre landscape in the UK and Ireland, and increasingly on an international platform, establishing itself as a leading producer of mid and large-scale touring theatre.

From the very outset, the company's aim has been to make accessible work for our audiences, and their experience is at the heart of the company's work and artistic planning. Principally aimed at engaging young and adult audiences and first time attendees, our objective is to continue to encourage the next generation of theatre goers. Our education programmes and online presence aim to provide the fullest experience of our productions possible.

Our origins lie in re-imagined classics and new commissions which we continue to champion to this day. We are able to create a varied and distinctive programme; large-scale commercial touring is complimented by the company's not-for-profit routes and ongoing investment and development of new work. As a company operating across a range of scales we continue to deliver and invest in our patron base on a regional and international basis, as well as our product.

In 2016 Selladoor Worldwide produced 8 productions, with over 1000 performances, across 8 countries, in over 50 venues, reaching over 409,109 audiences with Avenue Q (3rd UK Tour), Footloose (UK Tour), Little Shop of Horrors (UK Tour), American Idiot (UK Tour and West End), Hand to God (West End), James and the Giant Peach (UK and International Tour), and The Broons (New commission, Scottish Tour). We are also very proud to have successfully run the Greenwich Young Writers Programme, a scheme that developed 10 young writers and showcased their work at Greenwich Theatre.

2017 was an exciting year for Selladoor Worldwide as we collaborated with Belgrade Theatre on The Quite Remarkable Adventures of the Owl & the Pussycat, adapted by Dougal Irvine from the book by Eric Idle, The Crucible (UK Tour), co-produced with Queen's Theatre, Hornchurch, and followed by a new adaptation of family favourite Guess How Much I Love You. We also launched tours of Flashdance (UK Tour), Spamalot (UK Tour), Jersey Boys (International Tour), Footloose (2nd UK Tour) and the The Producers (International Tour).

## The Location

Selladoor Worldwide has offices in New York and Bangkok with a Head Office in London.

The London Head Office is situated in Deptford on the border of the Royal Borough of Greenwich in the South East of London. The Head Office is a 10minute walk from Greenwich Town Centre and its many restaurants, pubs and shops.

Greenwich is home to a UNESCO world heritage site (Royal Naval College and Old Royal Observatory) which has played the backdrop to some of Hollywood's biggest blockbusters including *Les Misérables*, *Pirates of the Caribbean* and *THOR: Dark World*

Served by excellent Rail, DLR and Bus Links the London Head Office is a short commute from London's West End, Westfield's Shopping Centre in Stratford and the heart of the City of London.

## Equal Opportunities

Selladoor Worldwide is committed to Equal Opportunities for all and promotes diversity amongst its workforce, including integrated casting. This policy exists to ensure the elimination of discrimination on the grounds of an applicant's sex, marital status, age, creed, colour, race, ethnic origin, sexual orientation and physical, sensory or mental impairment.

To ensure that an Equal Opportunities policy is achieving its aims it must be monitored and for this to be effective, it is necessary to classify all employees and job applicants according to their ethnic origin, sex and disability. Records can then be used to establish whether any group is under or over-represented in certain areas. These areas can then be examined more closely in order to assess whether equal opportunities are being achieved or whether discrimination may be occurring. The information provided will be detached from your application and used for monitoring purposes only.

Any information provided is entirely confidential and will not form part of the selection process.

### **Key Dates**

Application Closing Dates: 25<sup>th</sup> January 2018 at 12:00

Interviews: Day TBC, between 29<sup>th</sup> January and 5<sup>th</sup> February 2018

Start Date: 5<sup>th</sup> March 2018 (start date negotiable)

A solid red horizontal bar at the bottom of the page, which is wider on the right side, creating a trapezoidal shape.

# Job Description

---

**Job Title:** Finance Assistant (Band A)

**Responsible to:** Head of Finance

**Responsible for:** n/a

**Place of Work:** Based in office in Deptford, occasional duties may require travel.

**Hours of work:** 24 Hours (3 days per week)

**Salary:** £19,000 - £25,000 pa (pro rata)

## Key Responsibilities

Finance Assistant's role is to support the management of the Selladoor Group Finances.

The Finance Assistant will work with the Head of Finance in maintaining the company's financial information and provide an efficient and diligent approach to the maintenance of ledgers.

The Finance Assistant will have some experience or basic qualification in accounting or accounting practices. They should be reliable and accurate in their work. They will also have an understanding of VAT and its various rates and a basic understanding of accounting principals.

The Finance Assistant will have some theatre background and an interest in live theatre in the UK and Internationally.

## Finance

- Monitor and manage incoming communications to the accounts department including
  - Invoice handling
  - Accounts queries
  - Credit accounts
- Manage the purchase ledger including
  - Checking invoices against account codes and classes
  - Processing all invoices
  - Providing ageing summaries of the Accounts Payable account.
- Manage the sales ledger including
  - settlement processing
  - Generating sales invoices
  - Providing ageing summaries of the Accounts Receivable account.

- Manage the company accounts file. Including hard copy backups of documents and timely filing of reference documentation.
- Weekly reconciliation of company accounts.
- Processing of petty cash claims and ensuring accuracy.

### **Relationship**

- To attend Company Events, Previews, Press Nights and Performances as required.
- To be an enthusiastic advocate of Selladoor and its umbrella companies' work
- Represent Selladoor and umbrella companies at productions, events and conferences nationally and internationally.
- Develop and maintain relationships with key suppliers, investors and stakeholders.
- Enhancing and promoting the company nationally and internationally by attending conferences and events to ensure the company's visibility and accessibility is maintained.

### **Person Specification**

- Exceptional communication skills at all levels
- Strong IT skills, with practical knowledge of Excel.
- High integrity and openness combined with commitment to good governance.
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.
- Ability to handle high levels of pressure
- Practical knowledge of QuickBooks.

The above is not a definitive list and the Head of Finance should expect to perform any other duties requested in order to facilitate the expansion of the Business.