



PRODUCTION ACCOUNTANT - JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Finance Director

Key relationships: Co-Executive Producers, Senior Producers, Producers, General Manager, Heads of Departments, Finance Officer.

Salary: £40,000 per annum

Contract: Full time, Fixed-Term contract (1 year with the possibility of extension)

Deadline for applications: 2nd December 2024

If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.

How to apply: Complete the application form [here](#), including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com

OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic “mask” shows, which redefined the genre of immersive experiences, have been cited amongst the 40 creative moments that changed culture (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. Sleep No More in New York has been playing to sell out audiences since 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city’s history. The Drowned Man: A Hollywood Fable broke the National Theatre’s box office records when it went on sale in 2013. Punchdrunk’s 2022 London production, The Burnt City, became the company’s longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, Viola’s Room debuted in Woolwich, marking a bold shift from Punchdrunk’s signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company’s immersive expertise, using binaural sound to create a deeply personal journey.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt’s Plan B Studios – most recently with TV series The Third Day, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: The Third Day: Autumn: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: The Drowned Man: A Hollywood Fable (with the National Theatre), The Crash of the Elysium (Manchester International Festival), The Duchess of Malfi (with ENO), Sleep No More (with the American Repertory Theatre, Boston, Mass.), It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival), Tunnel 228 (in collaboration with The Old Vic), The Masque of the Red Death (with Battersea Arts Centre), Faust (in collaboration with the National Theatre), and The Burnt City.

THE ROLE

We are seeking a dynamic Production Accountant to oversee the production accounts and support the financial operations of the company. Working closely with the Finance Director and the Finance Officer, you will help to maintain and improve accounting and financial processes across the organisation, enhancing efficiency and ensuring robust financial controls. You will provide high-quality accounting support to internal stakeholders, ensuring accurate financial reporting and budget management.

We are looking for someone who enjoys the challenge of working with a team to improve, create and implement new processes and templates and someone who likes to find creative ways of presenting financial information to a variety of different audiences. The role requires excellent organisational skills, the ability to meet deadlines, and a collaborative approach to building strong relationships across teams. Your contributions will be essential in optimising financial workflows and supporting the financial health of both the company and its productions.

Key Responsibilities Summary:

- Developing and instigating financial dashboards and spreadsheets for the Executive Team to track and project financial expenditure on projects and overheads.
- Creating in collaboration with the Co-Executive Producers and Senior Producers standardised templates for project budgets and project financial modelling.
- Producing and sending regular project budget reports to Producers and expenditure reports for producers to reconcile.
- Hold regular project budget meetings with Senior Producers and Project Producers, helping track and manage financial performance, identifying any areas of concern.
- Provide regular reports to the Executive and Financial Director on budget status, flagging any anomalies and risk
- Provide induction of project financial processes and procedures to key members of project teams maintaining regular check points throughout the life of the project.
- Manage the month-end close including balance sheet reconciliation, variance analysis and commentary.
- Preparing and posting journals including any prepayments and accruals.
- Reconciling and maintaining Fixed Asset register.
- Monitor and reconcile box office and bar sales and payment charges, and accurately report these on projects.
- Assist GM team to accurately monitor stock, and report on bar financial performance.
- Closely monitoring pre-production, running and get-out budgets and preparing financial reports for the submission of Theatre Tax Relief claims.
- Prepare monthly and quarterly finance reports for projects.
- Work with the Finance Officer to ensure all postings in Xero are coded correctly to the right projects or overhead nominal ledger accounts.

- Ensuring all production expenses are accurately recorded including VAT recoverability.
- Strong communications skills needed in liaising with project teams to ensure all information needed by finance is received on a timely basis (e.g. expense receipts).
- Assist with the year-end audit process.
- General support to the Financial Director in preparing monthly management accounts and other ad hoc financial reports, and other administrative duties as required by the Company.

GENERAL

- Be a passionate advocate for Punchdrunk's work.
- Promote a culture of inclusivity, creativity and encouragement, where everyone takes pride in their work and the highest standards are achieved through a collaborative and supportive environment.
- Adhering to Punchdrunk's Company policies at all times.
- Use best endeavours to promote, protect, develop, and extend the business of the Company.
- Attend internal and external meetings as required and contribute to all aspects of the operation and development of the company.

Essential Qualification & Experience

- Minimum 2 years experience as a production accountant or in a similar finance role.
- Professional finance qualification (part or fully qualified ACCA/CIMA/ACA).
- Experience in the creative and art sectors is desirable.
- Strong attention to detail and accuracy.
- Advance Excel with strong analytical skills.

EMPLOYMENT TERMS:

- Fixed-term contract / Full time (1 year with the possibility of extension.)
- Pension contribution, following completion of probation period.
- 20 days holiday per annum (rising to 25 days after one year) + UK bank holidays
- 3 month probation.
- Place of Work: Punchdrunk offices in Woolwich
- £40,000 per annum
- No overtime is paid but the Company operates a TOIL policy.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and specifically how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing past a first interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

RECRUITMENT TIMELINE

Deadline for applications: 2nd December 2024

Interviews will take place: W/C 9th December 2024

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.