



FINANCE MANAGER

About Short Street

Short Street Productions Ltd and Short Street Finance Ltd provide theatrical production, general management and production accounting services to a wide variety of theatre productions.

Our current projects include *Tina – the Tina Turner Musical* (UK and Ireland Tour), *High Noon* (Harold Pinter Theatre), *The Last Ship – The Musical by Sting* (International Tour); *Sinatra* (Aldwych Theatre from June 2026) and a number of large-scale projects at various stages of development both regionally in the UK and in the West End.

www.shortstreet.co.uk

About The Role

The Finance Manager is a new role within the organisation, responsible for financial and IT infrastructure and ensuring that the day-to-day management of the finances for the Short Street corporate entities runs smoothly.

Duties and Responsibilities include but are not limited to:

Finance Infrastructure (supporting internal and external operations)

- Responsible for the maintenance of the financial control environment, including the accounting and payroll systems, ensuring financial controls are operating effectively and identifying opportunities for improvement.
- Work closely with the Production Accounting team (who are responsible for the administration of client production entities) in order to ensure that the accounting systems and processes are fit for purpose.
- Identify opportunities with non-production related suppliers to generate cost savings or other efficiencies.

Short Street Internal Finance Operations

- Responsible for maintaining accounting records for the Short Street corporate entities. This includes invoicing, accounts payable, banking and treasury management, as well as administering payroll for the Short Street entities. Ensure timely completion of the related regulatory reporting for these entities

IT Infrastructure

- Responsible for the day-to-day operation of the Short Street IT infrastructure, both hardware and software, acting as the key contact with our external IT support provider.
- Identify and manage upgrades and systems improvements required.

About the Candidate

The following experience and skills would be desirable:

- Experience of working in a finance department, with responsibility for maintaining and improving financial control processes.
- Previous related industry experience/knowledge is desirable but not essential.
- An accounting qualification would be beneficial but not essential if you have other relevant experience.
- Enjoy working as part of a small, collaborative team and be willing to cover other roles as necessary
- Excellent time management skills with the ability to prioritise and multi-task whilst maintaining attention to detail.
- Excellent written, numeric and verbal communication skills and confidence dealing with people at all levels of seniority.
- Confident user of Excel and accounting software packages. The business currently uses Sage 50 accounts software and QTAC payroll software.
- An interest in theatre.

Terms and Conditions

SALARY:	£50,000 to £55,000
CONTRACT:	Full time permanent contract following initial three-month probation period
PLACE OF WORK:	This role will be based in the office (near Waterloo Station, London)
WORKING HOURS:	Core hours are 10am to 6pm Monday to Friday
HOLIDAY:	30 days per year (including bank holidays)

Recruitment Process

To apply, please email your CV and a short covering letter (no more than one page) outlining your suitability for the role to recruitment@shortstreet.co.uk by **6pm on 16 February 2026**.

Please provide the names and contact details of two people who can comment on your work professionally. Please indicate how long and in what capacity your referees have known you. Referees will not be contacted without your permission.

When submitting your application, please complete an Equal Opportunities Form. This form will be kept separate from your application and will not form any part of the assessment of your application.

Please tell us of any access requirements you might have, and if you need any adjustments to participate in the recruitment process.