



SENIOR FINANCE MANAGER

About Short Street

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

Our current projects include *The Last Ship – The Musical by Sting* (International Tour); *Billy Elliot* (UK and Ireland Tour); *Game of Thrones : The Mad King*; *Little Dancer – The Musical* and several 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 Senior Finance Manager is responsible for overseeing production accounting, finance and finance IT infrastructure and ensuring that the day-to-day management of the finances of Short Street runs smoothly.

Duties and Responsibilities include but are not limited to:

Production Accounting

- Responsibility for managing the finance team to deliver production accounting services to our clients. This includes:
 - Ensuring timely preparation of weekly production accounts (and monthly management accounts where required) for general managers and producers, working closely with those teams to ensure relevant information is identified, updated and communicated. Producing ad hoc reports and analysis as required.
 - Ensuring royalty holder returns and investor returns and profit distributions are completed on a timely basis
 - Overseeing the operation of day-to-day accounting processes such as payroll and accounts payable as well as ensuring compliance with and timely completion of regulatory reporting.
 - Working with third party auditors/accountants to ensure filing deadlines are met for statutory accounts and tax returns.
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Short Street Internal Finance Operations

- Responsibility for maintaining the accounting records of Short Street Productions Ltd. This includes invoicing, accounts payable, recharges to productions, banking and treasury management, as well as administering payroll for the company.
- Ensuring timely completion of management and regulatory reporting.

Finance Infrastructure

Responsibility for the maintenance of the financial control environment, ensuring financial controls are operating effectively and identifying opportunities for improvement.

- Responsibility for the day-to-day operation of Short Street Finance 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:

- Previous knowledge and experience of theatre production accounting.
- Experience of working in a finance department with responsibility for maintaining and improving financial control processes.
- 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:	
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 **12 noon on Tuesday 26 May 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.