

**Job Title: Part-Time Bookkeeper for Hope Street Theatre and MAD**

**Location: Liverpool, UK**

(flexible work arrangement with occasional in-person meetings required)

**Key Responsibilities**

1. Invoicing: Generate and send out invoices for performances and partnerships.
2. Accounts Payable/Receivable: Manage all payments going out and coming in, ensuring accurate records.
3. Financial Reporting: Compile monthly financial reports highlighting income, expenditure, and profit margins.
4. Bank Reconciliation: Ensure all transactions align with bank statements.
5. Tax Compliance: Prepare necessary documents for tax filing, ensuring adherence to industry-specific regulations.
6. Budget Management: Assist in planning and maintaining operational budgets.
7. Theatre Settlements - prepare draft settlements for approval by Director and visiting company handle settlement correspondence with visiting companies.

**Qualifications**

- At least 2 years of bookkeeping experience, preferably in the arts and entertainment sector
- Familiarity with UK tax codes and accounting standards
- Proficiency in Quickbooks Personal Traits
- Detail-oriented
- Strong communication skills
- Ability to work remotely and adhere to deadlines - Ability to work without too much guidance
- Ability to attend initial on-site training sessions for software and process orientation.
- Availability for periodic in-person meetings in Liverpool for financial reviews and planning sessions.

Please contact [kayleigh@merseysidedrama.com](mailto:kayleigh@merseysidedrama.com) if interested in this position.