



Accountant/Financial Advisor

Role Type: Volunteer

Time Commitment: Approximately 4-8 hours per month, with additional hours during year-end financial processes.

Location: Remote with occasional in-person/online meetings.

Overview:

Are you passionate about the performing arts and skilled in finance? This is your chance to be part of something special! As the Accountant/Financial Advisor for Shrewsbury Musical Theatre Company, you'll play a critical role in ensuring our financial health, enabling us to bring outstanding productions to life. Your expertise will be instrumental in creating a sustainable future for our community interest company, helping us manage budgets, file taxes, and support creative decision-making.

Key Responsibilities

- **Financial Reporting & Compliance**
 - Prepare and submit yearly financial accounts, ensuring full compliance with UK accounting regulations.
 - Complete and file Corporation Tax and Theatre Tax Relief claims.
 - Ensure all financial records are maintained and readily available for review.
- **Budgeting & Financial Planning**
 - Support the Treasurer and Directors in setting budgets for productions and classes.
 - Provide financial advice that supports decision-making while balancing creativity with fiscal responsibility.
 - Regularly review the group's financial position and recommend actions to optimise resources.
 - Monitor cash flow and provide regular financial reports to the Directors.
- **Payroll & Invoicing**
 - Supported by the Treasurer, ensure all invoices (both payable and receivable) are processed correctly and on time.
 - Manage the payroll process, ensuring that all necessary payments are made.
 - Advise on appropriate financial software and record-keeping systems.
 - Liaise with the Treasurer to ensure smooth and efficient day-to-day bookkeeping.

Skills Required

- **Qualified or Part-Qualified Accountant** (AAT, ACCA, CIMA, or similar) or extensive bookkeeping experience.
- **Strong knowledge of UK financial regulations**, including tax obligations for small businesses/nonprofits.
- **Experience using accounting software** (FreeAgent, Xero, QuickBooks, or similar).
- **Attention to detail** – ability to track multiple financial processes accurately.
- **Excellent communication skills** – able to explain financial matters to non-finance professionals.
- **Problem-solving mindset** – ability to identify financial risks and suggest practical solutions.

KPIs (Key Performance Indicators):

- Submission of all financial accounts and tax returns by statutory deadlines.
- Accurate and clear quarterly financial reports provided to the Directors.
- Accurate monitoring and reporting of show specific budgets
- No budget overruns across productions or general operations.
- All invoices paid and recorded within agreed deadlines.

Why You'll Love This Role:

Your work will directly impact the success of every performance we produce. You'll join a passionate, friendly team, making theatre magic happen while enhancing your financial portfolio and giving back to the community.