

**About us**

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, which cover every discipline across the live entertainment industry, which underpins our continuing strategic growth and success.

**We own, operate or programme some of the world’s most iconic venues**; ATG Entertainment manages 64 venues across Britain, the US and Germany.

**We are the world leader in theatre ticketing**; We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

**We present the world’s best live entertainment in our venues**; working alongside the world’s leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

**We produce award-winning shows**; our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful, and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world’s best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

**Our values**

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

* We are **ambitious** and seek to exceed people’s expectations.
* We are **collaborative** and help each other to reach our goals.
* We are **passionate** about our work, our business, and our industry.
* We are **smart** in our quest for simple, efficient, and innovative solutions.

**Corporate Social Responsibility: our priorities**

* Next Generations: introducing tomorrow’s audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
* Inclusion: improving and promoting diversity, inclusion, and well-being in the workplace.
* Sustainability: helping reduce our impact on the environment by making our business more sustainable.

**A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement**

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged, and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you’d like to discuss accessibility prior to applying, please email [recruitment@atgentertainment.com](mailto:recruitment@theambassadors.com) for a confidential discussion.

**The UK Accounts Assistant role**

Working closely with Venues and Programming to ensure that financial information and documents are

captured, controlled, and processed efficiently and accurately to meet agreed accounting policies and deadlines. By providing high quality management information in a timely and accurate manner to the UK Financial Controller, the UK Accounts Assistant is key in contributing to the effective and efficient delivery of a high-quality service to the Business Partners, Venues, and external customers.

**Key Responsibilities**

**Internal and External Reporting**

* To produce accurate and timely financial settlement of all shows and associated merchandise sales with producers - own promotions and co-promotions, ensuring full alignment with the producer contracts whilst building relationships with programming, ticketing, venues, and producers
* Review and submit for approval producer requests for advances.
* To produce standard transactional journal entries on a daily, weekly, or monthly basis as required in accordance with accounting standards and ATGE policies in the accounting system (Navision/Microsoft Dynamics 365)
* Month end tasks to include settlement accruals, balance sheet reconciliations for assigned accounts, e.g. PRS, merchandise control, etc.
* Build strong working relationships with Venues, Ticketing Ops, Programming and Producers
* To provide ad hoc support to the wider UK Finance and Group Finance Teams

**Systems, Controls & Governance**

* For areas for which accountable, ensure that financial controls and processes are developed, documented, and maintained.
* Identify financial control and process improvements and implement changes to strengthen the control environment and increase the efficiency of the team.

**Change Management and Process Improvement**

* Embrace change agenda – be an enthusiastic advocate of change.
* Work closely with assigned Venues to understand the end-to-end process, suggesting improvements that could be applied across all Venues.

**Everyone’s responsibility**

Everyone at ATG is expected to play their part in achieving our goals and upholding our core values, by:

* Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
* Playing your part in reducing our environmental impact and finding more sustainable ways of working.
* Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
* Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You will help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

**Your skills, qualities, and experience**

**Essential:**

* Excellent communication skills, both written and verbal.
* Enthusiastic and adaptable working style, keen to identify opportunities for improvements and personal growth.
* Excellent Excel and IT skills, with experience of Microsoft Dynamics 365preferable.
* Strong Adaptable and keen to learn.
* Straightforward, open personality with an enthusiastic, positive attitude.
* intellect combined with attention to detail, well organised and process driven.