

TRAFALGAR ENTERTAINMENT

Appointment of

Head of Production Finance

January 2025

Saxton Bampfylde





WE ENTERTAIN

About Trafalgar Entertainment

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatres and live-event spaces, and through distribution of live-streaming content.

The group's four divisions are Content & Distribution (including Trafalgar Theatre Productions, Jonathan Church Theatre Productions, Imagine Theatre and Trafalgar Releasing), Venues (including Trafalgar Theatre in London's West End and the Theatre Royal Sydney, Australia, as well as a portfolio of leading UK regional venues), Ticketing (including Trafalgar Tickets and London Theatre Direct) and Education (including Stagecoach Performing Arts and Drama Kids).

Our Mission

We connect people through creative, innovative experiences by providing inspiring entertainment for everyone for life.

Our Vision

We will grow our entertainment business into a global industry leader that makes us proud; embracing innovative ideas and partnerships, seeking out new markets and cultures.

Our Values

CREATIVITY | COLLABORATION | EXCELLENCE | RESPECT

Learn more about Trafalgar Entertainment by [visiting the website](#).



The role

The Head of Production Finance will report into the Chief Operating & Financial Officer and partner closely with Sir Howard Panter and Executive Producers Matt Parritt and Daniel Brodie, the team behind smash hits and award-winning international shows such as *The King & I*, *Anything Goes*, *Merchant of Venice*, *The Rocky Horror Show*, *Clueless the Musical*, *Kiss Me Kate*, *The Duchess of Malfi*, and many others.

They will play a pivotal role to help the Group achieve its commercial and creative goals, while also establishing a robust operational framework across Production finance. They will provide end to end strategic and financial leadership across TE's productions and will help shape the division's long-term strategic choices, as well as responding to immediate tactical priorities. They will play a pivotal role in the development of robust investment strategies across a rich and diverse slate of productions, supporting long-term decision making as well as leading, mentoring and developing the Production Finance team and building great relationships across the Group.

Reporting to:	Group CFO and Group CEO & Artistic Director
Responsible for:	Financial Controller Financial Analyst

Key responsibilities

- As the finance representative in the Productions team, to be a strategic business partner to Sir Howard Panter and Executive Producers Matt Parritt and Daniel Brodie to provide advice and guidance on the financial strategy against business objectives and to assist in the forward planning for future productions;
- Lead, mentor and retain a high performing Production Finance team (2), consisting of Financial Controller and Financial Analyst;
- Oversee the preparation of Production finance monthly management accounts process including review of submissions and preparation of financial slides and the commentary for the Board slide decks;
- Lead the Production finance annual budget and reforecasting including liaison and business partnering with the CEOs and senior production teams;
- Ensure rigorous and accurate financial management of productions and related activities;
- Oversee the Production accounting functions and ensure financial systems are robust and compliant;
- Establish a high level of credibility and manage strong working relationships across the division and broader Finance community;
- Build key stakeholder relationships and communicate frequently with Producers and Production accounting teams to ensure costs are tracked and data is accurate.

This is not an exhaustive description of the role's duties. The Head of Production Finance will be required to adopt a flexible approach to their role and responsibilities. From time to time, they may be required to undertake such alternative or additional duties as may be commensurate with skills, experience, and capabilities.

Person specification

The ideal candidate will be a dynamic, strategic and proactive finance leader with excellent communication skills, adept at managing numerous, diverse senior and executive level stakeholders, often operating under tight timescales and managing competing priorities.

They will have a thirst for improvement and transformation and be able to forward-thinking and strategic whilst having a grip of detail across a wide slate of projects. Self-motivated with a strong sense of customer service, you will be flexible to ever-changing business priorities in a fast-paced environment, have a calm attitude, and be solution focused.

You will bring a commercial mindset which is combined with a passion for supporting globally renowned theatre productions and be able to demonstrate a track record of operating as a key strategic partner, working as part of a team to ensure robust decision making.

SKILLS & EXPERIENCE

- A strategic approach and the ability to be a trusted partner at a senior level;
- A depth of production/content finance experience, including production;
- Management experience from a relevant context;
- In-depth knowledge of entertainment industry production, systems, software, and process;
- Adept at managing numerous, diverse senior and executive level stakeholders, often operating under tight timescales and managing competing priorities;
- A convincing and persuasive communicator across diverse teams, as well as senior stakeholders, able to establish effective and collaborative relations across the Group and with external agencies/stakeholders where required;
- Strong attention to detail;
- Ability to work calmly and effectively in a pressurised fast-paced, dynamic work environment;
- Experience with union shows and guidelines;
- Proficient in building budgets;
- High degree of competency across relevant systems, eg Excel and Sage.





Terms of Appointment

Salary:	Competitive base and bonus
Contract:	Permanent
Hours:	Full-time, hours as necessary to effectively perform the requirements of the role
Annual leave:	25 days per annum plus public holidays
Location:	Trafalgar Entertainment's London office – 8th Floor, 55 Strand, London WC2N 5LR.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Trafalgar Entertainment on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **JBSFA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 14th February 2025**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



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