



JOB TITLE: Assistant Accountant

CONTRACT: Permanent full time

LOCATION: Head Office: 60 Margaret Street, London, W1W 8TF and ABBA Arena: 1 Pudding Mill Lane, London, E15 2RU

REPORTING TO: Head of Financial Control (HoFC)

ABOUT US:

ABBA Voyage is a concert like no other, blending cutting-edge technology, spectacular lighting, and some of the most beloved songs ever written. Since the custom-built arena opened in May 2022, the show has been astounding and delighting thousands of visitors from across the world. But as we continue to build on the success of the London show and with rapidly expanding growth plans, the journey is only getting started. We are looking for talented and passionate individuals to join our already world-class team. This is a rare opportunity to be part of something truly iconic and really make your mark. If you'd like to take your career to the next level, we'd love to hear from you!

See what audiences have been saying about the show:

<https://www.instagram.com/p/CghOCTIDdy3/>

MAIN PURPOSE OF THE JOB:

As the Assistant Accountant, you will be involved in the day-to-day running of the department, with a specific focus on our Accounts Receivable workflows. You will work closely with the Head of Financial Control and Management Accountant to ensure these workflows run smoothly.

The role will focus on managing the sales financial transactions of the organisation, working closely with our Sales and Ticketing team to ensure there is efficient cross-collaboration and communication between the departments.

ABOUT YOU:

- 2+ years of working experience in bookkeeping, accounting, or a similar role.
- You will have previous accounts receivable and accounts payable experience with a good understanding of revenue management and contractor partnerships.
- Experience of helping develop systems and processes that support and enable successful business operations.
- A key requirement of this position is the ability to work under pressure and multitask while retaining a strong attention to detail and commitment to accuracy.
- You will have excellent written and verbal communication skills.
- A passion for working in a high growth business and highly adaptable as part of an evolving team and changing priorities.
- A positive, can-do, and problem-solving attitude.
- Prior experience of Xero or similar software is preferential.
- Proficient with Excel and competent knowledge of Microsoft Office programs.

DESIRABLE BUT NOT ESSENTIAL – any of the following would be advantageous:

- Experience in bookkeeping, accounting, or a similar role preferably within the entertainment, events, leisure or hospitality sectors.
- Experience of working in a high growth business.



KEY ROLES AND RESPONSIBILITIES INCLUDE:

- Ownership of the Accounts Receivable process workflows from start to finish.
- Responsible for ensuring all income streams are invoiced and accounted for accurately and on a timely basis.
- Daily banking and cash allocation for ticket and other income sales.
- Sales Ledger management and cash collection including resolving any account queries to ensure the timely collection of all monies due.
- Regular aged debtor reporting and commentary including analysis to identify risks to cash collections.
- Preparation of our weekly sales reporting for internal management use, working closely with the HoFC to analyse results and identify trends that can be passed onto the Commercial team.
- Support month-end close processes.
- Assist the HoFC with departmental reporting and monitor tracking to budget.
- Preparation of quarterly balance sheet reconciliations and VAT returns.
- Help develop systems and processes that support and enable a successful finance function and then constantly review and improve controls and identify opportunities for improvement.
- Help run the department in line with the company values to enable the business to achieve its goals.
- To undertake a range of duties within the finance team that are not limited to initial job description.

OUR VALUES

Brave & Respectful

We take great pride in ourselves and what we do. We deliver our very best for each other, our guests, our partners and our community. We create value, but not at any cost, so we're never cheap and never greedy. We think it's better to try and sometimes fail, than not try at all. We make decisions based on what we believe is the right thing to do, to ensure we make a positive impact and truly represent ABBA.

Better Together

We believe in welcoming people just as they are – unique human beings – and accepting them with open minds. We know it takes every one of us to create the ABBA Voyage experience, which is why no one's more important than the other. We expect everyone to make each other feel seen and appreciated, and work as a collective. It's the shared connections and sense of togetherness we build that makes ABBA Voyage such a meaningful communal experience.

Like No Other

We are passionate about always moving forwards and going beyond expectations – our own, our company's, our audience's, our communities' – to be part of something you can't quite put into words. We see any challenge as an opportunity to learn, to try new things, and to inspire and make a difference. There's a magic about ABBA Voyage that is achieved by using our imagination to make all our interactions extraordinary.



DIVERSITY AND INCLUSION STATEMENT

Here at ABBA Voyage, we strive to be a business where difference is valued and everyone is able to thrive in a culture of equality, inclusion and belonging. We are committed to providing a truly inclusive environment that reflects today's society, where everyone is able to bring their true selves to work, and where diverse voices and backgrounds are valued, heard, and well-represented.

ABBA Voyage welcomes applications from all sections of society. We are committed to equal employment opportunities regardless of race, religion, or belief, ethnic or national origin, disability, age, citizenship, marital, domestic, or civil partnership status, sexual orientation, gender identity or any other basis as protected by applicable law. If you have a disability or additional needs that require accommodation, please do not hesitate to let us know at the point of application.

BE YOUR BEST STATEMENT

We want everyone to make the most of the opportunity to shine and showcase their talents, so we are happy to make adjustments in the recruitment process so you can be your best! Please don't hesitate in discussing any specific requirements with us, or if you would feel more comfortable, you can email us confidentially at peopleteam@abbavoyage.com to let us know how we can support you.