



PRODUCTION ACCOUNTANT

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Finance Director

Key relationships: Co-Executive Producers, Senior Producers, Producers, General Manager, Heads of Departments, Finance Officer.

Salary: £40,000.00

Contract: Full time, fixed-term contract

Deadline: 10am on Monday 2nd March 2026

How to Apply: Complete the application form [here](#) including your CV and cover letter. If you have any questions or are experiencing any issues with submitting your application, please email workwithus@punchdrunk.com

OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst the **50 most influential artists of the last 50 years** (*Sky Arts, 2022*) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic “mask” shows, which redefined the genre of immersive experiences, have been cited amongst the **40 creative moments that changed culture** (*Creative Review*), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK, China and South Korea. *Sleep No More* in New York played to sell-out audiences for 14 years from 2011 until its final performance in 2025, and in Shanghai the show has been running since 2016 - becoming the longest-running immersive production in the city’s history. In 2025, the internationally acclaimed experience also opened its newest edition in Seoul, South Korea.

The Drowned Man: A Hollywood Fable broke the National Theatre’s box office records when it went on sale in 2013. Punchdrunk’s 2022 London production, *The Burnt City*, became the company’s longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, *Viola’s Room* debuted in Woolwich, marking a bold shift from Punchdrunk’s signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company’s immersive expertise, using binaural sound to create a deeply personal journey. It transferred to The Shed, New York in Spring 2025.

In Autumn 2025, Punchdrunk launched a new live experience titled *Lander 23*, a live action video game-style immersive experience that merges the company’s theatre practice with genuine game mechanics.

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Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre, Boston, Mass.), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), *Faust* (in collaboration with the National Theatre), and *The Burnt City*.

ROLE OVERVIEW

We are seeking a dynamic Production Accountant to oversee the production accounts and support the financial operations of the company. Working closely with the Finance Director and the Finance Officer, you will help to maintain and improve accounting and financial processes across the organisation, enhancing efficiency and ensuring robust financial controls. You will provide high-quality accounting support to internal stakeholders, ensuring accurate financial reporting and budget management.

We are looking for someone who enjoys the challenge of working with a team to improve, create and implement new processes and templates and someone who likes to find creative ways of presenting financial information to a variety of different audiences. The role requires excellent organisational skills, the ability to meet deadlines, and a collaborative approach to building strong relationships across teams. Your contributions will be essential in optimising financial workflows and supporting the financial health of both the company and its productions.

KEY RESPONSIBILITIES INCLUDE:

- **Financial Dashboards and Reporting:** Develop and implement financial dashboards and spreadsheets for the Executive Team, tracking and projecting financial expenditure on projects and overheads.
- **Budgeting and Financial Modelling:** Work with Executive Producers and Senior Producers to create standardised templates for project budgets and financial modelling, ensuring consistency and clarity.
- **Budget and Expenditure Reporting:** Produce and send regular project budget reports to Producers and expenditure reports to support reconciliation of financials.
- **Project Budget Meetings:** Hold regular project budget meetings with Senior Producers and Project Producers, helping track and manage financial performance, identifying any areas of concern.
- **Reporting to Executive team and Financial Director:** Provide regular financial reports to the Executive team and Financial Director, flagging any risks or anomalies in the budget.

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- **Staff Induction of Financial Processes:** provide induction of project financial processes and procedures to key members of project teams maintaining regular check points throughout the life of the project.
- **Budget Monitoring and Reporting:** Monitor pre-production, running, and get-out budgets, working with production teams to provide financial reports for budgeting and other financial submissions.
- **Revenue Monitoring:** Work closely with the Box Office and Bar teams to monitor and reconcile sales and payment charges, ensuring accurate reporting for relevant projects.
- **Stock and Bar Financial Reporting:** Support the GM team in monitoring stock levels and reporting on bar financial performance, ensuring proper financial control.
- **Weekly/Monthly Finance Reports:** Prepare weekly/bi-weekly/monthly finance reports for projects, collaborating with Producers and project teams to ensure accurate financial tracking.
- **Coding:** Ensure all financial transactions are correctly coded in accounting software collaborating with the Finance Officer to maintain accurate project
- **Expense Recording:** Ensure production expenses are accurately recorded, including VAT recoverability, and collaborate with project teams to verify and process receipts and invoices.
- **Communication and Collaboration:** Liaise with project teams to ensure all necessary financial information, such as expense receipts and purchase orders, is received promptly.
- **Year-End Audit Support:** Assist with preparing documentation for the year-end audit, ensuring all required information is available and compliant with internal controls.
- **Financial Control Processes:** Support the development and maintenance of robust financial control processes, working with the Finance Director to implement improvements.
- **General Finance Support:** Provide ad hoc support to the Financial Director in preparing management accounts, financial reports, and handling other administrative duties as required.

General Responsibilities

- **Promote Company Culture:** Advocate for the company's work, fostering a culture of inclusivity, creativity, and high standards across all departments.
- **Collaborative Environment:** Contribute to a supportive and collaborative environment where team members take pride in their work and work towards shared goals.
- **Adherence to Company Policies:** Ensure compliance with the company's policies and procedures at all times.
- **Business Development:** Support the company's growth and development through a proactive and professional approach to all responsibilities.
- **Meetings and Contributions:** Attend internal and external meetings as required, contributing to the overall operation and strategic development of the company.

Essential Skills and Experience

- **Production Accounting Experience:** Proven experience in a financial or production accounting role within theatre, film, or arts-related industries.

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- **Budget Management:** Strong experience in budget creation, tracking, and variance analysis for productions or large projects.
- **Advanced Excel:** Strong skills in Microsoft Excel for financial modelling, data analysis, and reporting.
- **Financial Systems Knowledge:** Proficiency in using accounting software for financial reporting, journal entries, and reconciliations.
- **Attention to Detail:** Demonstrated ability to manage financial data with accuracy and ensure the integrity of financial records.
- **Communication Skills:** Excellent interpersonal skills, with the ability to liaise effectively with project teams, freelancers, and senior management.
- **Organisational Skills:** Ability to manage multiple projects simultaneously, ensuring deadlines are met and financial tasks are completed accurately.
- **Tax and Compliance Knowledge:** Familiarity with UK tax laws, VAT regulations, and Theatre Tax Relief (TTR) compliance.

Desired Skills and Experience

- **Sector Knowledge:** Experience working within the theatre would be a significant advantage.
- **Professional Qualification:** Part or fully qualified accountant (CIMA, ACCA, ACA) preferred but not essential.
- **Process Improvement:** Experience in improving financial systems, developing standard templates, and enhancing financial reporting processes.

Please note the job description is an overview of the type of work the Production Accountant will undertake and is not an exhaustive list.

Place of Work: Punchdrunk offices in London Woolwich

RECRUITMENT TIMELINE

Deadline for applications: 10am on Monday 2nd March 2026

First-round interviews scheduled for: end of the week commencing 2nd March / start of the week commencing 9th March 2026

Final round interviews: Week's commencing 9th March / 16th March 2026.

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible



NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfil the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We particularly welcome applicants living in the Royal Borough of Greenwich.