



The Lost
Estate

VACANCY:

OFFICE MANAGER / BOOKKEEPER

FULL-TIME POSITION

APPLICATIONS CLOSE AUGUST 31ST, 2022

WWW.THELOSTESTATE.COM

JOB OVERVIEW



Who we are

The Lost Estate is an immersive hospitality and arts company which brings classic stories to life through fantastical and immersive worlds, packed to the brim with food, cocktails, theatre, and world-class performance.

The job

The Lost Estate (TLE) is looking to hire an experienced **Office Manager / Bookkeeper** to be responsible for the smooth running of our office and for all day-to-day bookkeeping activities. You will be the central point of contact for the organisation, contributing to the overall business operations.

Who you are

You should be experienced in handling a wide range of administrative, bookkeeping and executive support related tasks, and enjoy working independently. As the central point of contact for the company, you will be a great communicator, with excellent written and interpersonal skills as well as a good listener who is articulate, diplomatic, personable and imaginative.



THE ROLE

Duties will include (but not be limited to):

- Maintaining office records and general administration
- All aspects of business accounts to trial balance across the The Lost Estate group of companies including:
 - Payroll administration
 - Accounts payable
 - Bank reconciliations
 - Assisting with quarterly VAT return preparation and management account preparation as required
 - Checking, reconciling and maintaining purchase documents
 - Responsible for petty cash systems
 - Supporting external accountants in preparation of annual accounts
- Reception duties such as phone, emails and letters.
- Maintaining office IT systems
- Calendar organisation and scheduling for management
- Supporting the Box Office team when required with ticketing assistance and administration
- Working closely with the Operations Manager to develop, administer and maintain policies such as TLE's Company Culture, data protection, ESG and H&S policies



SKILLS

Required skills:

- Experience:
 - Office managing: 3 years minimum
 - Bookkeeping: 1 year minimum (or relevant qualifications)
- Excellent IT skills including word processing, spreadsheets and cloud-based accounting software (eg. Quickbooks and Xero)
- Excellent organisational and secretarial skills including diary management

DATES, PAY AND BENEFITS



Full Time Position commencing **September 2022**

Salary and benefits:

- Salary: £30,000 - £35,000 per annum dependent on experience
- Hours: 40 hrs/week
- Holidays: 28 days annual leave, including public holidays
- Probation period: 3 months
- Flexible working schedule, including working from home where appropriate
- Benefits including:
 - Free tickets to The Lost Estate shows (subject to availability)
 - Staff discount on drinks at The Lost Estate shows

WHY WORK AT THE LOST ESTATE?



EASILY ONE OF THE BEST SHOWS I'VE BEEN TO IN LONDON EVER...

ANDY ★★★★★

The Lost Estate is one of the UK's fastest-growing Arts and Hospitality brands. It has opened eight hit shows in five years, bending the boundaries between live music, theatre, and hospitality to create a bold new entertainment category.

We love working here because we believe in what we do - bringing extraordinary, inspiring art and hospitality to as many people as we can. We also believe that our mission is reflected in our working environment.

Big things to come...

You'll be joining us at a key turning point in our journey. We're about to launch our first-ever permanent space - something we've been working on for the last three years and somewhere we hope will become a leading London landmark.

HOW TO APPLY



The application is divided into two stages. First, there is a short **written interview**. You can begin that as soon as you're ready **using the button below**.

Closing date: 31st August 2022, 5pm

APPLY NOW

Next, we will invite a selection of applicants for **in-person interviews** at our London office.

The Lost Estate is committed to being an equal opportunities employer. We welcome applications from all, particularly those who are underrepresented in our sector.

Please note: The Lost Estate has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are made an offer of employment, this will be subject to us verifying that you are eligible to work in the UK.

The Great Masked Ball
A LOST ESTATE EXPERIENCE

