

**South London Theatre**  
**General Council – role descriptions**  
**Rights and Payments Director**

**Being a member of the SLT General Council**

All members of General Council (GC) become Directors and trustees of SLT. You can read more about what being a trustee means here, but in essence it's about looking after the interests of SLT and our members. We need to make sure we are behaving legally and responsibly, are using our resources effectively and are accountable for what we do. You will be part of the decision-making that makes that happen. We hold monthly GC meetings, our AGM and annual away day, that you will be expected to attend (although we're all allowed a holiday!). All members of GC will also be expected to promote equality, diversity and inclusion and good safeguarding practices.

**Specific to the role – Rights and Payments Director**

The main purpose of the role is to support the Finance Director in handling and processing all SLT payments and support the Theatre Committee in administrating the submissions process and ensuring we have and have paid for rights for all shows performed. The main responsibilities include:

1. Supporting the Finance Director (FD) by handling all SLT payments:
  - Receiving and checking payment requests and expense claim forms from directors, GTM, stage managers, Building Preservation Trust, payroll administrator, etc.
  - Confirming payments with the FD where necessary
  - Making electronic payments up to an agreed limit
  - Raising cheques and arranging counter-signature for higher payments
  - Making bank transfers to ensure payments can be met
  - Keeping a file of all paid invoices and receipts for the FD and HMRC end of year reconciliation.
  - Reconciling to bank statement at the end of each month
  - Maintaining a spreadsheet shared with the FD recording net, VAT and gross figures for the FD to prepare VAT returns, referenced to paper file and bank statements
2. To support Theatre Committee:
  - To apply for all show rights, keep records and arrange payment at the appropriate time
  - Set up online submission form, database and response email system
3. To support General Council in the development and promotion of the Theatre programme

**What skills do you need?**

Good organisation and planning is essential for this role, as is attention to detail. You will need competent computer skills including spreadsheets, online banking, shared documents, printing, scanning etc. In addition you may need to demonstrate patience and perseverance when chasing claims, receipts, or rights!