



JOB DESCRIPTION

Job Title : **GENERAL AND FINANCIAL ADMINISTRATOR**

Reports To : Executive Director

Purpose : **i)** To manage core day to day operational activities, including smooth running of the office, equipment, data and diaries; **ii)** to manage financial and book-keeping systems, processing and reporting on day to day financial information and transactions

Hours and Salary : 19 hours a week (0.5FTE) at £23,000 pro rata

Core working days for Unlimited are Tuesday, Wednesday, Thursday. There is flexibility for the successful candidate to arrange their part time working hours across 3 to 5 days.

Place of work : Unlimited Theatre office, Munro House, Leeds

1. Day to day running of the office

- a) Day to day communications, dealing with general incoming enquiries and directing them to the appropriate company member
- b) Distributing incoming communications and information to appropriate company members or project freelancers
- c) Management and updating of company iCal diary
- d) Managing and maintaining subscriptions the company holds, including ITC and IETM
- e) Organising post, telephone, stationery orders, filing
- f) Liaison with landlord's building administration on matters of day to day office management

2. Maintaining company technologies

- a) Maintaining office computer systems, with professional external support where needed
- b) Managing and keeping secure records of online provider accounts relating to the administration of the company
- c) Basic administration of company website(s)

3. Data Management

- a) Day to day responsibility for managing and storing data in such a way that ensures Unlimited Theatre is GDPR compliant
- b) Keeping up to date with requirements of GDPR
- c) Maintaining databases, writing (with support from Executive Director) and distributing newsletters

- d) Ongoing capture and storage of project feedback, evaluation material and monitoring statistics, including Box Office information on a year round basis, to ensure data is available for Arts Council annual survey
- e) Supporting the ED and Producer in generating data for funder reports, funding applications, evaluation reports and monitoring statistics.

4. Financial Administration

- a) Issuing sales invoices
- b) Posting of all sales receipts, grant income, purchase invoices, and other bank spend
- c) Bank reconciliations
- d) Making bank payments to suppliers and staff
- e) With the Executive Director, compiling quarterly management accounts and balance sheet for Board of Directors
- f) With the Executive Director, maintaining a workable cashflow around business operations
- g) Running petty cash floats
- h) Assisting with reporting data for funding bodies
- i) Liaison with the designated accountants.
- j) Ensuring company records comply with current legislation

5. Board of Trustees

- a) Organising 4 Board meetings annually – communicating with Trustees, booking meeting rooms, external call-in procedures and facilities, organising refreshments
- b) In association with Executive Director, organising and distributing agenda and papers to Trustees, staff and observers
- c) Taking and writing up minutes from Board meetings

6. Project Support

- a) Coordinating and booking travel and accommodation for project staff (core team all book their own but may require some support)
- b) Logistics and communication around projects and events.

7. General

- a) Reasonable additional support for senior management team as required.
- b) Co-ordinate meetings for the Yorkshire Touring Network, of which Unlimited Theatre is a founder member
- c) Acting as an ambassador for the company at appropriate events and meetings.

PERSON SPEC

ESSENTIAL

Background and Experience

- Working in an administrative capacity in a cultural sector organisation
- Working in a strongly online environment, with websites, social media and other digital assets
- Working in an organisation which reports to public/ third sector funders
- Bookkeeping or financial administration with a cultural producing/ project organisation

Skills and Knowledge

- A high level of organisational and administrative skills
- Knowledge of, and ability to work with, computer systems and office equipment
- Planning and logistics
- Data collection, and knowledge of GDPR compliance requirements
- Ability to use accounting software
- Knowledge of HMRC, compiling and submitting VAT returns

Qualities and Behaviours

- Highly organised with effective time management
- Strong written and verbal communicator
- Good team player with aptitude to work on own initiative
- Strong interest in the arts
- Strong attention to detail

DESIRABLE

- Experience in managing Wordpress websites
- Experience of working with a Board of Trustees
- Experience in preparation of accounts to trial balance
- Working knowledge & experience of Xero or other cloud accounting software
- Working knowledge of payroll (may be outsourced)
- Recognised accounting qualification or affiliation – AAT, ICB

TO APPLY

Please send a CV and covering letter outlining how you fit the person spec, to

Tessa Gordziejko, Executive Director tessa@unlimited.org.uk

Please also complete and send an Equal Opportunities Form to the same email address.

Closing date 14th March 2019

Interview dates 20th/ 21st March 2019.