



Office & Finance Manager Application Pack

This application pack contains:

- The job advertisement and position details
- The full job description
- A person specification for the position

Please read this pack in full before applying.

To Apply:

Send a CV with covering letter stating:

- how you meet the requirements of the job description
- how you fit the person specification
- why you would like to work at Scene & Heard

Please send by email to Rosalind Paul, roz@sceneandheard.org with "Office & Finance Manager Application" as the subject.

Closing date for applications: 9am Monday 14th September 2020

NO PHONE CALLS PLEASE

Thank you for your interest in Scene & Heard.



Office & Finance Manager Job Advertisement

Scene & Heard is recruiting an enthusiastic, experienced and highly motivated Office & Finance Manager to join our busy team.

A unique mentoring project, Scene & Heard partners the inner-city children of Somers Town, London with volunteer theatre professionals through our structured programme of playwriting courses. Established in 1999, Scene & Heard is a highly successful, award-winning charity, with a proven track record.

The fundamental purpose of our work is to use the skills of theatre professionals and the power of creativity and imagination to mentor children, improving self-esteem, raising aspiration and expanding their sense of what is possible. The charity operates with a staff of 4, various freelance specialists and a volunteer base of 350+ arts professionals.

The Office & Finance Manager will be responsible for the day to day running of the charity, for administration and financial management. To be a successful candidate you will have experience of working in a similar role, with relevant skills. You will enjoy prioritising a diverse, demanding workload, having the ability to work under pressure with a positive, friendly and problem-solving approach.

Working closely with the Artistic Director/Chief Executive, your financial acumen and strong administration skills will be absolutely key to the Scene & Heard team. Candidates should be:

- Experienced in financial management including preparing accurate financial reports, budgets and forecasts, managing all financial processes, including payroll
- Highly motivated, organised and efficient
- A genuine team player with an ability to communicate effectively with people of all ages
- Experienced in delivering day-to-day office management with outstanding attention to detail
- Flexible with regard to hours of work – some evening and weekend work is required

Scene & Heard is an equal opportunities employer. We are keen to recruit staff that reflect the diverse and multi-cultural community we serve.

Salary £28,000-£30,000 dependent on experience



Office & Finance Manager Job Description

The Office & Finance Manager is responsible for the day-to-day running of the charity, including overseeing administrative systems, financial and database management. The Office & Finance Manager reports to the CEO & Artistic Director (AD), gives administrative support to the AD and to the Head of Development (HOD).

Finance

1. Financial Management

- Prepare operating budgets for each year in consultation with the AD and HOD
- Banking: processing BACS payments, depositing cheques
- Claim Gift Aid, maintaining associated records
- Operate and manage Payroll and company pension scheme
- Process invoices, generate receipts
- Maintain office records of income and expenditure, invoices and receipts
- Maintain course expenditure spread sheets
- Prepare monthly cashflow (with bookkeeper) for AD and Treasurer
- Monitor all online giving accounts and generate monthly reports
- Manage external financial services e.g. accountant & bookkeeper
- Process expense claims
- Manage petty cash
- Prepare financial end of year accounts with bookkeeper

2. Board & Governance (in consultation with CEO & AD)

- Complete and submit annual returns to the Charity Commission, Companies House
- Prepare and distribute board papers, with the CEO/AD
- Prepare quarterly financial reports for Board Meetings
- Maintain trustee records and DBS updates, emergency contacts

3. Fundraising (support for HOD)

- Assist in collating financial information for funding applications
- Assist on all in-house fundraising events, as required

Office Management

1. General Administration

- Answer phones and manage post
- Maintain franking machine
- Oversee the smooth running of the office, keeping an organised, tidy and efficient working environment
- Maintain the office schedule and calendar
- Manage general S&H email accounts
- Manage and order office and course supplies & sundries
- Design and layout Annual Newsletter
- Maintain and update office policies and procedures including: Health & Safety, Social Media, Finance and Administration, Data Protection
- Maintain staff records; holiday allowance, DBS checks, emergency contacts



Office & Finance Manager Job Description

2. Merchandise

- Manage merchandise sales and fulfilment online and face to face
- Stock taking and re-ordering

3. IT/Database Maintenance & Website:

- Maintain and manage the Salesforce database
- General IT support, backups and maintenance of computer equipment as necessary
- Maintain and update the website

Production

- Arrange flyer & programme design, printing and mailouts
- Manage Box Office, Front of House and Merchandise sales
- Fire Marshall front of house during performances
- Health & Safety Officer for Front of House
- Assist with hospitality for pre & post show events
- Assist in post-show get outs

Miscellaneous

- Work in line with the organisation's ethos and all written policies and procedures,
- Attend training as required



Office & Finance Manager Person Specification

<p>SKILLS AND ABILITIES</p>	<p>Excellent numeracy skills Excellent Computer and IT skills Excellent verbal and written communication skills Excellent organisational and time management skills Ability to prioritise and execute key tasks in a complex working environment Ability to work to deadlines Ability to manage organisational finances including bookkeeping, management accounts and annual reporting Ability to manage the office, keeping an organised, clean, tidy and efficient working environment</p>
<p>EXPERIENCE</p>	<p>Direct experience of Financial Administration and Office Management Experience of preparing and writing, Financial Reports and Budgets Experience of managing payroll, pension scheme and submissions to HMRC Experience of computerised bookkeeping, in particular QuickBooks Experience of creating and reviewing organisational policies and procedures Experience of website maintenance Experience of people management</p>
<p>KNOWLEDGE</p>	<p>Knowledge of Human Resources and Health & Safety policies & Procedures Knowledge and understanding of the voluntary & charitable sectors, including governance/reporting requirement Knowledge of CRM management, in particular Salesforce Understanding of the issues affecting those from disadvantaged communities</p>
<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p>	<p>Excellent presentation, organisation and timekeeping Able to work flexible hours including occasional evenings and weekend Able to work with flexibility in a changing working environment Motivated, communicative and enthusiastic, with ability to work on own initiative Good judgement, with calm and clear integrity Understanding of theatre and the needs of professional artists Willingness to learn on-the-job and undertake a variety of duties for the charity Commitment to the mission, aims & objectives of Scene & Heard</p>