

JOB DESCRIPTION – Finance & Administration Officer

Job title	Finance & Administration Officer
Salary	£21,000 - £22,500 per annum, based on experience
Pension	NEST Workplace Pension
Hours	- 40 hours per week (5 days), including 1-hour per day for lunch - Some flexible working required to include evenings and weekends events out of office hours
Location	Office based in Rich Mix at 35-47 Bethnal Green Road, London E1 6LA
Reports	Finance Manager
Strategic relationships	Head of Programmes (SMT), Head of Development (SMT), Sales & Audience Development Manager, Cinema Programmes Manager, Events Manager, Visitor Services Manager
Annual leave	25 days <u>per annum</u> , rising by 1 day per year of service to a max of 30 days. Plus Bank Holidays
Contract type	Full-time. Permanent
Probation	3-months'
Notice	1-months' notice in writing on either side on successful completion of probation

ABOUT RICH MIX

Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in east London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture. This wide-ranging programme consists of around 500 events every year and includes live music, performance, dance and visual culture as well as new release studio and independent cinema across our three-screens. And through our learning and participation programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across east London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with currently 25 organisations housing more than 200 people.

Our operational model is anchored by an income portfolio which includes sales of cinema tickets, space hire and lease rentals to creative and cultural businesses, with 80% of our turnover generated from earned income. Net profits created through these trading activities are ploughed back into the charitable foundation to support our broader artistic and learning and

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engagement programmes and the overall running of the building. We're a National Portfolio Organisation of Arts Council England and their investment allows us to broaden the scope, scale and ambition as well as the diversity of our programme.

This is an exciting time to join Rich Mix as an ambitious plan to develop the building is now underway. We hope to announce the details of this in early summer.

richmix.org.uk / @RichMixLondon

PURPOSE OF THE ROLE

The Finance & Administration Officer will support the Finance Department in administering the day to day finance activities of Rich Mix Cultural Foundation and its trading company Rich Mix Cultural Enterprises Ltd.

This post offers an excellent opportunity to join an exciting social enterprise in the arts and cultural sector and contribute significantly to both the post holder's and the organisations' development.

We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

KEY OBJECTIVES OF THE ROLE

- Set, lead and deliver the marketing and sales strategy across all areas of the public programme and hires, to achieve maximum impact and effectiveness in terms of external profile and earned income from ticket sales.
- Lead in use of the Spektrix box office system as an organisation-wide tool, to maximise income generation, audience development and data capture and analysis. Use Artifax to support planning, management and operational issues.
- Deliver effective and imaginative marketing and sales campaigns to sell tickets, generate revenues and raise awareness of Rich Mix, its programme and activities, based on agreed strategies and audience understanding, and according to business planning.
- Lead and manage the Marketing and Box Office teams, working alongside the programme leads to ensure that sales targets are met across our cinemas, live programme, and private hires.
- Build the brand and profile of Rich Mix in all representations and marketing media, and lead on establishing appropriate partnerships and collaborations.

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- To push forward a digital agenda in all forms, across the organisation.
- Contribute to the overall leadership, development and management of Rich Mix as part of the senior leadership team.

RESPONSIBILITIES

FINANCE

- Forward purchase invoices received for authorisation then post on QuickBooks accounting system.
- Carry out weekly supplier payments process.
- Ensure accuracy of Purchase Ledgers by reconciling supplier statements to QuickBooks, and following up on reconciling items.
- Maintain company credit card records, performing monthly reconciliation and post on QuickBooks accounting system.
- Ensure accuracy of Foundation & Enterprises Sales Ledger on QuickBooks accounting system; reconciliation of customer accounts and liaison with customers.
- Dealing with all aspects of tenant's rent invoices; raising invoices, credit control, dealing with any queries and working with Finance Manager to ensure all details and income is up to date.
- Raise other invoices as required
- Reconcile QuickBooks Sales Ledger to Artifax events management system in liaison with Events team.
- Processing credit card receipts and banking cheques/cash promptly.
- Act as cover for Duty Managers to ensure takings are banked when necessary.
- Reconcile daily bank transactions synced to QuickBooks
- Maintain and administer the office petty cash float, including weekly reconciliation, posting onto QuickBooks and resolving any discrepancies.
- Reconciling the operations petty cash float on a weekly basis, posting onto QuickBooks and resolving any discrepancies.
- Ensure all purchase and sales invoices are recorded on QuickBooks accounting system within 5 working days of the month end, to facilitate the production of monthly Management Accounts.
- Assist with the timely month-end processing of the financial ledgers, including resolving any reconciling differences
- Preparation and posting of adjustment journals as requested by the Finance Manager
- Assist with/complete year end procedures.
- To compile & circulate weekly sales figures.
- To maintain filing and archiving systems, ensuring that records are suitable for audit purposes

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- Deputise for the Finance Manager in his/her absence

ADMINISTRATION

- To be the main point of contact for maintenance of office equipment (printers, telephone & IT).
- Be responsible for monthly office stationery order
- Prepare & circulate the weekly office staff rota
- To collect and distribute the daily office post

OTHER

- Ensure Rich Mix's Equal Opportunities and Diversity Policy is implemented and reflected in all aspects of the work.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE & EXPERIENCE

- Experienced user of computerised accounting software
- Excellent numeracy and IT skills especially Excel
- An organised and tidy worker with an eye for detail
- A positive and flexible attitude with the ability to work independently and as part of a team and under pressure
- Diligence and ability to manage and plan own workload as well as meeting deadlines and targets is essential
- Understanding of and commitment to equal opportunities
- Knowledge of retail point of sale systems (tills and PDQs) would be beneficial
- Knowledge of the charity/arts sector would be beneficial
- Excellent communication skills, both verbal and written, and the ability to relate well to a wide range of people
- Discretion when handling confidential information

PLEASE NOTE

This job description is not exhaustive and additions may be required in line with future changes in organisation requirements. If significant changes are identified by the job holder, these should be raised with the line manager.

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HOW TO APPLY

Please send your CV with a covering letter (max 2 pages of A4) explaining how you meet the requirements of the role and the person specification to Joanne Williams, Executive Coordinator, at recruitment@richmix.org.uk.

Please also include the names of two referees, one of which should be your current or most recent employer.

Please ensure you include 'Application: Finance and Administration Officer' in the subject heading of your email.

Application deadline: 10am, Mon 29 April, 2019
Interviews: 3-6 May, 2019

For further information or to arrange an informal conversation about the role with Jodie Cramphorn (Interim Head of Finance), please contact Joanne Williams at the email address above or on 020 7613 7497.

-ENDS-

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