



Operations & Finance Manager (Maternity Cover)

Information Pack

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www.liveandlocal.org.uk

Job Description – Operations & Finance Manager (Maternity Cover)



Department	Business & Operations	Contract Type	5-6 months, full time
Reports To	Executive Director	Location	Pageant House, Warwick
Manages	Event Support Officer and Programme Administrator	Holiday Entitlement	28 days pro rata including Bank Holidays
Function	Ensuring organisational efficiency by providing leadership in financial & operational functions	Notice Period	1 month

Role Purpose

The principal emphasis over the period of maternity cover will be to ensure the smooth and efficient running of the Business & Operations Department role in the organisation by:

- Supporting the Executive Director (ED) in all financial matters including budget planning & reporting; managing all aspects of payroll and day to day finance
- Managing core operational matters, including bookkeeping and HR requirements
- Working as part of the Senior Management Team (SMT) contributing financial and operational expertise for the development and implementation of our policies and practices

The successful candidate will therefore have demonstrable experience in Business Administration and Development, HR and Finance.

Key Accountabilities

- Supporting ED in overseeing financial management, systems, and budget management
- Line managing Event Support Officer and Programme Administrator
- Payroll management, including pension scheme and HMRC reporting
- Reviewing and improving operational systems, processes, and policies
- Supporting long-term planning, including the development of a 5-year business plan and Arts Council England National Portfolio application
- Invoicing to funding sources

Responsibilities by Function

Financial Management

- Responsibility for efficient delivery of accounting systems and financial procedures
- Develop, maintain, and monitor all accounting systems and procedures
- Recommend and implement improvements to existing financial systems and processes
- Reconcile monthly activity, fulfil tax related requirements and generate year-end reports
- Manage payroll, pension scheme (NEST) and company insurance
- Manage bank accounts
- Manage finance inbox - ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties
- Timely submission of all financial statutory returns: HMRC, VAT, PAYE

Operations and Administrative Management

- Oversee office premises including communication with landlord

- Acting as the Data Protection Officer (training provided)
- Maintain and review all company policies and procedures, including Health & Safety, environmental and ensure compliance with all relevant legislations
- Assisting the Director in supporting the Board by taking minutes, scheduling meetings, circulating papers, writing, and sending out the Board quarterly email
- Organisation and running of regular company meetings, agendas, papers, and minutes
- Management of company diary
- Manage administration inbox – ensure that all administrative requests are resolved and communicated in a timely manner to internal and external parties
- Responsibility for HR – managing HR software and routine staff paperwork (holidays/sick, flexitime and expenses)
- Development of Health & Wellbeing procedures and processes
- Management of company recruitment process when required and implementation of company new staff induction plan
- Management of Continuing Professional Development (CPD) Scheme

Business Development

- Play an active role in strategic reviews and contribute to the wider thinking and planning of the business development of the organisation
- Supporting Executive Director with sourcing, assessing, developing, and managing funding and income generation opportunities
- Overall management (budget / planning / implementation / monitoring & evaluation / funder relations) of time limited projects that further Company objectives

Events & Project Support

- Oversee the efficient administration of community touring scheme and film schemes (delegating day to day tasks to Programme Administrator)
- Provide support to the Business and Operations Department for the administrative tasks relating to the community touring, film schemes and other projects
- In conjunction with the rest of the team, provide telephone support to our local Promoters during the run up to their events
- Contributing to Live & Local's social media presence

General Duties

- Other reasonable duties as deemed appropriate.
- Attending Live & Local events
- Contributing to Live & Local's social media presence.

Person Specification

Essential	Desirable
These are the minimum criterion needed for the job and the job cannot be done without meeting these criteria.	The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.
Experience & Knowledge	
<ul style="list-style-type: none"> • Experience in a similar position at management level • Experience of line management and staff support • Experience of business development and/or strategy development • Experience of managing HR policies and wide range of HR processes. • Knowledge and experience of Health & Safety legislation • Experience of financial management • Experience of basic book-keeping 	<ul style="list-style-type: none"> • Knowledge of employment law legislation • Experience of managing company policies • Experience of managing payroll and pensions • Working knowledge of the geographical areas covered by Live & Local • Experience of working with volunteers and/or voluntary organisations • Experience of managing Health and Wellbeing in the workplace • Knowledge of Data Protection and GDPR • Working knowledge of current arts infrastructure and business practices
Technical Competencies	
<ul style="list-style-type: none"> • Confident and competent IT user • MS 365 including Outlook, Word, and Excel • Experience with bookkeeping software 	<ul style="list-style-type: none"> • MS Teams • QuickBooks Online • Knowledge of VAT and tax • Citrus (or similar) HR software • SharePoint or SharePoint Online
Personal Competencies	
<ul style="list-style-type: none"> • Ability to work as part of a team and engage positively with a range of staff and stakeholders • Collaborative approach • Excellent communication skills • Time management and prioritisation • People management and leadership skills • Conflict management • Ability to delegate tasks effectively. • Organised with attention to detail 	
Education/Qualifications	
<ul style="list-style-type: none"> • High level of literacy and numeracy • Professional development and training, in areas particularly relevant to this role e.g., HR/Business/Administration 	<ul style="list-style-type: none"> • Professional administration qualification • Health & Safety qualification at management level e.g., IOSH Managing Safely
Arts	
<ul style="list-style-type: none"> • Interest in and enthusiasm for the arts 	<ul style="list-style-type: none"> • Knowledge of local arts infrastructure • Ability to assess quality & success of arts events
General	
	<ul style="list-style-type: none"> • Full driving licence and access to a vehicle • Preparedness to work occasional unsociable hours (evening/weekend) • Knowledge of rural touring and Live & Local

Terms and Conditions

The post is offered as a salaried position as an employee of Live & Local Ltd on a fixed term contract. The post will be subject to Live & Local's **Terms and Conditions of Employment**.

Salary

- £33,176-£34,698 commensurate with experience (pro rata 5 to 6-month fixed term contract)

Hours

- The normal hours for this post are 35 hours, to be worked between Monday and Friday. Within these parameters you are permitted to attend work flexibly within the Live & Local flexitime framework (see below).
- Occasional weekend and unsociable (evening) hours are part of this job. (see below).
- Additional agreed duty hours, i.e., work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary. Additional agreed show attendance hours are paid at a fixed rate plus expenses.

Other

- Fixed term contract anticipated to be approx. 5-6 months from start dates detailed below to the end of week commencing 4th April 2022:
 - Earliest start date week commencing Monday 8th November 2021.
 - Latest start date week commencing Monday 22nd November 2021.
- A one-month probation period, which can be extended subject to agreement.
- Termination of contract would be four weeks on either side.
- There will be 28 days (pro rata) annual paid leave including bank holidays.
- The post holder will be responsible to the Executive Director.
- This role is based at the Live & Local office in Warwick; however, our office-based staff have a mixed work from home and office contracts. This post is anticipated to require at least 50% office based.
- The office is based on the second floor with no lift. (see below re changes).
- Employer pension in line with statutory minimum
- Travel expenses are paid for travel associated with job (not commuting)

Flexi Time System

This is a system where an employee contracts to work a total number of hours and is then permitted to attend work flexibly within a framework laid down by the employer. It allows employees to vary their working hours within specified limits from day to day.

Office and COVID

By the time this contract starts Live & Local office-based staff will have returned to the Pageant House offices working on new permanent home/office-based contracts. COVID-19 safety will be subject to an ongoing risk assessment for our particular office space/building and organisational needs in order to assure staff of their safety and wellbeing.

Additional Hours and Show Attendance Hours

These are agreed after discussion between the post holder and their line manager with usually a minimum of 6 weeks' notice.

Application

The [online application form](#) is available here and via our jobs page. Please submit completed form no later than **midday on Monday 18th October 2021**.

If you require an application form in another format, please contact admin@liveandlocal.org.uk

Please explain how your skills, experience, training, and knowledge make you suitable for this role in the application form.

If you have not heard by midday on Tuesday 19th October 2021, you may assume that you have been unsuccessful. NB: We provide feedback only to candidates who are interviewed.

Interviews

Interviews will take place on **Tuesday 26th October 2021** via Zoom (only)

About Live & Local

Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principal activity is the support of a high-quality curated arts programme, both live and film, in partnership with voluntary organisations.

We cover Warwickshire, Staffordshire, Derbyshire, Worcestershire, Nottinghamshire, Lincolnshire, Leicestershire, and Rutland. We support approximately 450 live shows and 260 cinema screenings per year as well as a range of time limited projects.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders. The main activities are therefore:

- The community touring scheme (CTS)
- Moving Pictures and Big Picture Show cinema networks (MPS/BPS)
- An artist development programme (DART)
- Rural Artworks - Arts led community cohesion projects (RAW)
 - [Live & Local – Livingroom](#)
 - [Live & Local - LockBusters](#)

The full CTS and BPS network comprise over 300 voluntary organisations across eight counties. It is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

About our Work

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

[Arts Council England – The Creative Case](#)

About our Funding

Live & Local is funded by a mix of local, regional, and national bodies. We have retained our National Portfolio Organisation status (NPO) of the Arts Council England (ACE) in the recent round for up until 2023. We also get funding from the British Film Institute (BFI).

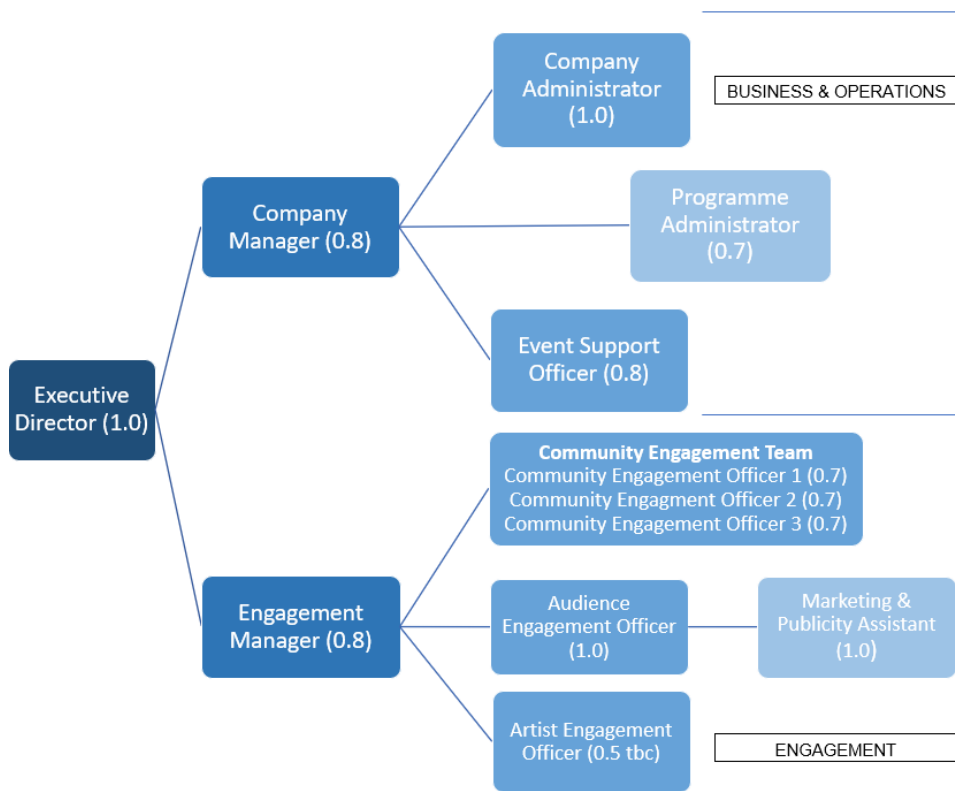
We are funded by seven County Councils and 30 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also raise income from the box office from the touring scheme and local contributions to specific projects. We also run a Friends Scheme.

Governance

Live & Local is a not-for-profit Company Limited by Guarantee, but not a Charity, with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

Staffing

Please note that the organisational graphic below is our standard structure. However for the period of this six-month maternity cover the Company Manager role does not exist and the Company Administrator will be full time from approx. mid November.



Office and IT

The company is based in Warwick in a 2nd floor (no lift) office suite on a lease from Warwick District Council.

- The office has a networked PC computer system with remote access facilities. Also, two colour digital photocopier/scanner (i.e., linked to the computer network).
- We use Microsoft 365 and are extensive users of MS Teams and remote working IT
- The performance scheme and film programme are managed by an in-house designed relational database program (on MS Access and SQL Server)
- Remote staff are provided with a company Laptop.
- We use the Mail Chimp bulk emailing solution to manage our email lists.
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens, and digital projectors.

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which represents a number of mainly rural touring schemes and arts development agencies, principally across England. The NRTF aims to encourage the touring of high-quality professional arts performances and events to rural communities and meet the needs of the member schemes. <http://www.nrtf.org.uk>

Forty touring schemes are currently members of the NRTF and form a nationwide network of over 1,500 promoters. While the members of the NRTF reach many parts of the country, the NRTF itself is a small organisation funded through membership fees. It is also currently an RFO (Regularly Funded Organisation) of the Arts Council, England.

There is a national conference once a year and as the members are from rural areas this usually occurs in particularly pleasant surroundings! The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities.

“I like being part of bringing professional theatre into a small community and putting a bit of heart into the place.” Local Promoter

“People surprise themselves by coming to things they wouldn't normally dream of coming to!” Local Promoter

“Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved” Live & Local Audience

“The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local” Horse + Bamboo

“Brilliant event! Live & Local continues to offer superb entertainment”