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# **BATTERSEA ARTS CENTRE**

## **Charity Finance Administrator Applicant Information Pack**

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## Introduction / How to Apply

Thank you for your interest in the role of Administration Assistant at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the application form.

All applications must be submitted by **10am Wednesday 29 June 2022**. Successful shortlisted applicants will be invited to attend an interview in the **week commencing 11 July 2022**. We can provide a BSL interpreter if required.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at [recruitment@bac.org.uk](mailto:recruitment@bac.org.uk).

We look forward to receiving your application.

People Team  
Battersea Arts Centre

## **About Battersea Arts Centre**

Battersea Arts Centre is a home for radical artistic ideas. We support artists, young people and communities to spark positive change through their creativity in many different ways, and this social purpose is central to everything we do. Based in an iconic building at the heart of Battersea, our work revolves around an ambitious live and digital programme of performance, heritage, events, and creative and community projects. Projects developed at BAC can also be found in our communities and on tour across the UK and the world.

## **Working at Battersea Arts Centre**

BAC's office is an open-plan space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout the building; there are accessible toilets and a mix of loud and quiet spaces. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles up a hill. There is a disabled parking bay on Theatre Street next to the building.

The role will involve regular meetings, communicating via phone/video, email and in person and using a computer for most hours across the day. Some evening and weekend working may occasionally be required as part of this role. Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

BAC is a busy organisation and has around 50 members of staff. All staff are offered a flexible management structure through a combination of line management, in-house coaching, individual supporter and mentor options. Usual office hours are 10am-6pm and we offer flexible and hybrid working where possible.

## **The Role**

### **Responsible to: Head of Finance and Charity Management Accountant**

The Charity Finance Administrator will be a lead point of coordination and communication between the Finance team and the work streams which sit under Battersea Arts Centre the charitable company, which are; Programming, Communities, and all core organisational teams including operations, marketing and fundraising.

Reporting to the Charity Management Accountant and line managed by the Head of Finance, the Charity Finance Administrator will be a key point of contact for staff members across the organisation and offer day to day support to teams and projects.

You will be confident in using Microsoft office and a range of software to support financial operations. You will bring a professional attitude and a passion for precision and organisation in all that you do.

BAC will provide training and professional opportunities to support your development. A detailed outline of the tasks and responsibilities for this role, contractual terms & conditions and a person specification is outlined below.

### **Team Member Responsibilities**

- As a team member of the Finance team you will support the financial processes for the charity through BAC's project structure;
- Contribute to the delivery of the Finance team's strategic objectives and KPIs;
- Support the team members across Creative Activities, Creative People, Creative Space & One Organisation to contribute to the effective management of their budgets;
- As required, undertake occasional special projects in supporting the Head of Finance to deliver BAC's objectives.

### **Purchase Ledger**

- Check all purchase invoices submitted by staff to BAC's finance portal and process these on accounting software, Xero, with correct coding and detail;
- Maintain the monthly direct debit and subscriptions register and maintain the direct debit schedule within Xero;
- Process all expenses submitted by individuals ensuring correct approval process and entering these transactions onto accounting software, Xero;

- Set up and maintain supplier accounts on Xero;
- Lead on company card administration and reconciliation;
- Maintain open purchase orders and accruals via the finance portal.

### **Sales Ledger**

- Raise sales invoices on request from individuals through the finance portal;
- Upload weekly sales from box office system, Spektrix.

### **Payroll**

- Support the Management Accountant in checking and submitting weekly timesheets when required.

### **Reconciliations**

- Monitor and reconcile all petty cash and floats issued;
- Reconcile bank accounts weekly, working closely with the Management Accountants on queries;
- Reconcile company cards monthly checking coding and notes on all submitted transactions;
- Lead on reconciling box office income and donations, working closely with the Marketing and Communications team to investigate discrepancies and have clear systems;
- Supplier statement reconciliations.

### **Project Finance & Communications**

- Work closely with Producers to create timely and accurate show settlements for external companies and artists;
- Create ad-hoc payments for approval;
- Share management of the finance inbox with the Enterprises Finance Administrator'; responding to queries and requests;
- Support the finance team with ad-hoc requests and tasks;
- Support BAC staff in finance processes and inductions; regularly update 'how-to' guides and information packs for staff.

### **Team Development**

- Communicate warmly and proactively with the teams and projects you're working closely with, as well as the wider team, contractors and companies;
- Ensure team and individual targets and objectives are met;
- Lead by example in your conduct and approach;
- Seek out and attend training and professional development opportunities;

## General

- Ensure tasks are delivered to a high standard, and uphold BAC's values;
- Work in accordance with BAC's Code of Conduct and all organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Inclusion;
- Undertake any other duties as reasonably required by the leadership of BAC.

## Person Specification

### Essential

#### Experience:

- Experience working in a relevant business or finance environment
- Experience of undertaking a range of book-keeping duties including purchase and sales ledger input, bank reconciliations and monitoring company expenses/credit cards
- Use of accounting software to carry out book-keeping transactions
- Experience of working across and supporting multiple complex projects

#### Knowledge:

- Knowledge of financial/accounting processes and deadlines
- Knowledge of payroll administration systems

#### Skills & abilities:

- Critical thinking and problem-solving skills
- Strong mathematical skills
- Accuracy and attention to detail
- Ability to communicate effectively and adaptably
- Time management and prioritisation skills, with the ability to manage competing demands

#### Interests & values:

- Honest, with a high degree of integrity
- Reliable & committed
- Professional, enthusiastic and self-motivated
- A dedication and belief in putting representation, inclusion and access at the heart of what you do
- A positive, proactive, flexible and collaborative approach
- A commitment to BAC's values & purpose

- Willingness to take part in professional development opportunities and to develop new skills

**Desirable**

- Experience of the charity sector
- An interest in or passion for live performance and/or creative social change
- Knowledge of inclusive practice and/or working in an accessible way or setting
- Demonstrable data analysis and evaluation skills

## Terms & Conditions

**Salary:** **£22,000-£25,000** pro rata per annum (£13,199-£14,999 gross per annum)

**Hours:** **21** hours per week, excluding a daily one-hour lunch break.

Usual office hours are 10am-6pm, however we offer flexible and hybrid working for this role.

Occasional evening and weekend work may be required. All staff at Battersea Arts Centre are expected to attend performances and be a part of the artistic life of the organisation.

**Overtime:** No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

**Annual Leave:** 4 weeks per year pro rata (5 weeks following one full year of service)

**Probation period:** **6 months, with a 3 month informal review**

**Notice period:** **6 weeks**

**Contract Period:** **Permanent**

### **Workplace Pension**

**Scheme:** BAC's pension scheme is provided by NEST

**Staff Benefits** Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)

5 Development Days per annum