

COMPANY ADMINISTRATOR

The Company Administrator will be responsible for the efficient and effective administration of the company, supporting the team to deliver current aims & objectives and ensuring the smooth running of the company.

COMPANY ADMINISTRATION

- Day to day management of all administrative procedures and processes involved in the running of the company including: insurance, filing, stationery, postage, storage, data management, travel arrangements and other general office management tasks as required
- Ensuring good presentation and maintenance of the office environment and adherence to Health and Safety
- Serving as the first point of contact for the organisation for general enquiries
- Management of all IT and telecommunications kit and systems
- Management of all record-keeping and filing systems
- Maintenance of office procedures, policies and staff & board handbooks
- Negotiating and contracting all lease agreements pertaining to the company's office, rehearsal rooms and storage facilities on and off site
- Managing casting, creative, rehearsal room and other contacts, adhering to data protection
- Maintaining membership and subscriptions to industry bodies
- Fulfilling the company's legal and compliance obligations to Companies House, OSCR and HMRC in liaison with the CEO, Producer and the Board
- Supporting productions as necessary, including availability checks, organising auditions, room bookings and other casting or production related duties as required
- Drawing up contracts for cast, crews and creatives once terms are agreed
- Serving as the organisations 'green champion' maintaining our commitment to the environment, including recycling
- Representing the organisation at events, productions and other appropriate sector occasions, as required

FINANCIAL

- Day to day management of all financial procedures involved in the running of the company including management of all bank accounts and Xero finance system. This will also include but will not be exclusive to; processing, making payments, expenses, data entry, holding and managing petty cash and payroll liabilities
- Management and updating of all financial data entry
- Preparation of material for Annual Accounts process and tax relief claims
- Liaison with accountants as appropriate
- Supporting the Producer in drawing up annual, quarterly and project budgets for all company activities, feeding in core costs as appropriate

£22,000 (pro rata FTE), 21 hours (0.6 of a full-time 35-hour equivalent), permanent payroll position based in the Stellar Quines office - Line managed by the Producer