**BUSINESS ADMINISTRATOR JOB DESCRIPTION**

The Business Administrator is a vital role that spans a wide range of tasks and departments. The role will have the direct responsibility for the daily operations of financial processes responding directly to the Financial Director (FD) & Chief Operating Officer. They will also support the Head of Training and Development and Chief Operating Officer to provide high quality Social Value opportunities and support the film office with an array of projects. They will ensure a high level of professionalism and customer service at all times and take a proactive approach to working with all company staff to improve our accounting systems. The Business Administrator will also support the strong relationships with clients, ensuring they remain satisfied with the working relationship. They are also an ambassador of the organisation with our local authority clients, location managers and communities we engage with.

**Behaviour**

1. Positive attitude with high levels of customer service
2. High levels of attention to detail
3. Professional approach with staff, clients and customers
4. Organised and planned
5. Take a proactive role in supporting the daily operations of a variety of departments.

**Accounts operations**

1. Agreeing all invoices and 3rd party payments for processing, entering them into Xero and liaising with staff when required
2. Ensuring payments are made in line with our payment run and liaising with staff if there is a delay
3. Identify and manage new financial processes as instructed by the FD in order to innovate our daily accounting systems
4. Liaising with all staff and reporting on the daily operations of financial processes
5. Introducing and managing a debt management system from the point of invoice raised and reporting on debt to the company managers.
6. Daily bank checks and allocating monies received
7. Worldpay payment gateway management including reconciliations and reporting to clients on income received.
8. Creating and liaising with production companies in regard to statements of account across FilmFixer’s borough portfolio
9. Creating and managing a credit note system
10. Raising and managing manual invoices, chasing as required
11. Issuing and receiving cheque payments when required
12. Allocating POs received from productions to the corresponding invoice
13. Parking reconciliations and reporting in line with client requirements

**Financial Reporting**

1. Populating client financial reports in line with client contractual requirements as instructed by the FD
2. Liaising with staff to address any queries which arise during the preparation of the reports
3. Preparing and managing 3rd party client financial reports in line with service level agreements.
4. Liaising with clients in regard to their financial reporting requirements
5. Reconciling outstanding 3rd party payments on a monthly basis
6. Support the management team in identifying underperforming boroughs and areas that require support

**Set Ready – Operations**

1. Support the Head of Training & Development collecting performance and statistical information across all Social Value workstreams
2. Co-ordinating employability communication and bookings on training programmes with trainees and production clients.
3. Raising invoices and keeping the financial tracker updated
4. Coordination of marketing material for website, news editorial and social media comms.

**Business development:**

1. Support the management team with project management of tenders
2. Respond to Freedom of Information requests
3. Additional reporting functionalities when required
4. Support the FD in developing financial functions to deliver appropriate financial information to support the management teams

**Film Office & Operations support:**

1. Provide the film office teams with administrative support when required
2. Help manage the location database for all teams
3. Help design, maintain and produce a variety of documents including location information packs, T&Cs documents, contracts and service level agreements.
4. Other adhoc administrative tasks as required
5. Office management - general office housekeeping duties such as ordering stationary, kitchen supplies, and sundries.
6. Help manage the key log – signing keys in and out, liaising with film office to locate keys

**Performance KPIs**

As a brand-new role within the company you will work with the Financial Director and Chief Operating Officer to identify and achieve quarterly KPIs for the role.