**Job Advert: Business Administrator**

**Hours: 09.30 – 17.30 (1 hour for lunch) with the ability to work flexibly when required.**

**Salary: £25,000 per annum**

**About FilmFixer**

Filmfixer, and Apply4 are on a mission to make filming and events easier to arrange. We are the UK’s leading film service provider and the world’s leading provider of cloud-based film and event permitting software, (FilmApp and EventApp).

FilmFixer handles film permissions for around 8,000 film shoots a year. These include feature films such as Mission Impossible 6, Fantastic Beasts 1 & 2, Bohemian Rhapsody, and many others. We also handle film permits for High end TV drama such as The Crown, The Bodyguard, Luther and lower budget TV drama such as Informer, Chewing Gum and Top Boy. We help many student and low budget filmmakers find locations and charge reduced rates for these projects.

FilmFixer is usually the first phone call a producer or location manager makes when a project gets a green light. We often help the production find their production office and locations. We work with productions to secure locations, issuing permission for council owned property and on street filming. We monitor filming activity and collect data so that best practice can be identified. We have a primary role in ensuring that a council’s interests are protected. We will carefully assess each film enquiry and consult widely with all stakeholders before setting terms and conditions for each filming event.

**About the role**

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.

**Basic objectives of the post**

* Manage the daily operation of an effective and efficient financial service.
* Work closely with the Financial Director, Chief Operating Officer and Filming Manager’s ensuring the flow of information, guidance and support in respect of day to day FilmFixer financial business – primarily agreeing and processing invoices, processing 3rd party payments including donations, deposit returns and refunds.
* Work closely with Head of Training & Development across all Social Value programmes coordinating financial and statistical data. Supporting delivery of all projects.
* Additional film office support – primarily administrative duties including creation of T&Cs, contracts and information packs.

**Main duties and responsibilities:**

* Financial reporting and reconciliation for both local authority and 3rd party clients
* Managing the payment run
* Debt reporting and management
* Statements of accounts and credit notes for production companies
* Manual invoice raising and chasing when required
* Daily bank checks and allocating of payments
* Allocations of PO’s and remittances
* Stakeholder and staff liaison for all financial queries
* Additional film office support when required

**Person Specification Business Administrator**

**IMPORTANT INFORMATION FOR APPLICANTS**

**Please give specific examples wherever possible in your CV, application form and interview**

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS:**  GCSE Mathematics | CV |
| **REQUIRED EXPERIENCE:**  High standard of computer literacy with a clear proficiency in all Microsoft programs.  Experience of working in a similar role  ***Preferable but not required:***  A knowledge or interest in the film industry  Previous experience with XERO and Clearbooks  Previous experience in an accounting or bookkeeper position  Proficient in Google suite  Previous experience with design programs. | ALL  ALL  ALL  CV  ALL  ALL  ALL |

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| **SKILLS AND ABILITIES:**  An ability to work as part of a team, under instruction as well as individually under your own initiative  Excellent organisational and administrative skills  Ability to communicate clearly and effectively, orally and in writing, with a broad range of stakeholders  Ability to prioritise, multi-task and work to tight deadlines  Ability to work under pressure whilst maintain a high level of responsiveness  Keen eye for detail and interested in problem solving with an inquisitive mind  Approachable and patient  Fast learner with a proactive attitude | ALL  ALL  ALL  ALL  ALL  Application and Interview  Interview  Application and Interview |
| **OTHER SPECIAL REQUIREMENTS:**  Able to work flexibly with some requirement to work evenings and/or weekends | Interview |