

# Motionhouse | Office & Finance Administrator

## **JOB DESCRIPTION**

### **Purpose**

To assist the programme team with the administration of the company's programme of activity and its premises and resources and to assist the Finance Manager in providing a comprehensive Financial and Management accounting service to the Company Directors/Trustees, Management and Employees.

### **Duties**

#### Office and Activity Administration

1. To implement and manage effective office systems including archiving, filing, postage, photocopying, office supplies and stationery
2. To deal with and act upon incoming telephone enquiries, mail and visitors, ensuring effective communication as appropriate
3. To ensure the regular backup up of the Company's computer files and folders and to liaise with the Company's IT support service as required
4. To administrate office equipment contracts, to include telecoms, photocopier, stationery supplies etc
5. To set up and administrate registration and payment systems for the community programme
6. To administrate hire of the Dance Studio, including dealing with enquiries and issuing contracts and liaising with the Finance Officer regarding invoicing and payments
7. To respond to enquiries made to the Company in respect of Company activity, classes and workshops, requests for general Company information
8. To receive, assemble and dispatch merchandise orders and co-ordinate Front of House merchandise boxes
9. To make business travel arrangements and book accommodation where necessary for all members of office staff and for the Artistic and Executive Directors
10. To ensure DBS checks are carried out as necessary
11. Provide support to the Programme Manager in relation to the Motionhouse Board, including the preparation and circulation of Board papers, agreeing meeting dates and venues and other related administration

#### Company Premises & Resources

1. To manage the Company vehicles including servicing and repairs, tachograph records, MOTs and other safety and legal requirements
2. To ensure the day-to-day smooth running of the various Company premises and liaise with landlords as required
3. With the Programme Co-ordinator, to record, input and evaluate the Company's environmental data
4. Under the direction of the Programme Manager, to ensure that the Company has all appropriate insurances in place
5. To produce the Company's annual Health & Safety report and Fire Risk Assessment
6. To ensure that Company members have current First Aid training as required

#### Finance Administration

1. Working with the Finance manager, manage debtors and follow up outstanding debt.
2. Prepare and issue invoices, enter income and purchase transactions to finance systems.
3. Process Community Class Income including updating payments records and reconciling with attendance records.
4. Prepare cash and cheques for banking as required by Finance Manager.
5. Administer the use of petty cash, and assist the Finance Manager with reconciliation.
6. Working with Marketing carry out merchandise stock checks twice yearly and prepare the required financial information.
7. Working with Marketing, prepare the stock list of items for sale at shows, receive payments and stock returns after the show, and reconcile the monies received with the stock sold.
8. Reconcile income received via PayPal to on-line sales.
9. Ensure that records and files are kept/maintained as required by the Finance Manager.
10. Assist the Finance Manager as required to perform reconciliations, audit preparation, stock takes and other tasks.

#### General Responsibilities

1. To maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and its employees
2. To undertake any other reasonable duty as requested by the Programme Manager or Finance Manager to further enhance the effective administration of the Company
3. To operate within key policies and initiatives including Equal Opportunities

#### **Further information**

**Salary** £18,500 to £21,000 per annum dependent on experience, paid on a monthly basis.

There is a company pension scheme

**Working hours** 37.5 hours per week, 09.00 to 17.30 Monday to Friday.

**Holiday** 25 days plus statutory holidays

**Overtime** We operate a time off in lieu system

**Probationary period** Three months

**Notice period** 2 weeks within probation period. Three months thereafter

**Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education/Qualifications</b>	General secondary education to A Level or equivalent	Higher education or arts administration course
<b>Experience/Knowledge</b>	Work experience within a small and busy team  Experience of Microsoft Office – Word, Excel, Outlook	Experience of working in an arts organisation
<b>Skills/Abilities</b>	High level of numeracy, accuracy and attention to detail  GCSE Maths grade A  High level of interpersonal skills.  Excellent organisational and prioritising skills  The ability to problem-solve, multi-task and use own initiative whilst working under pressure  Excellent written and verbal communication skills  Proficient in MS Office, particularly MS Excel.  The ability to work both independently and as a team player  The ability to work to deadlines	Clean and current driving licence  Experience of driving a minibus or similar vehicle  A level Maths
<b>Personal Attributes</b>	A willingness to become part of a small, committed and enthusiastic team  Highly motivated & commitment to high standards  Flexible approach to work during busy periods.  Interest in continuing skills development	Flexibility to work some evenings and weekends  A passion for dance and the arts

## Application Procedure

To apply please email your application to [info@motionhouse.co.uk](mailto:info@motionhouse.co.uk)

You should send a covering letter setting out clearly how you meet the person specification for the post, detailing relevant experience and your ability to deliver the duties set out in the job description. Let us know why you would like to work for Motionhouse. Please also attach your CV and details of two referees.

In preparation for your application and for more information about the company we recommend that you visit [www.motionhouse.co.uk](http://www.motionhouse.co.uk)

**Closing Date for Application:** 12 noon Thursday 7<sup>th</sup> December 2017

**Interviews:** Tuesday 12<sup>th</sup> December 2017

Please keep the interview day free: we will be contacting selected candidates to let them know that they have been selected for interview on Thursday 7<sup>th</sup> of December, so notice will be short.

Please also let us know in your cover letter where you saw the advert for the post.

Motionhouse, Spencer Yard, Leamington Spa, Warwickshire, CV31 3SY  
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***Motionhouse champions equality and aims to create a culture that respects and values diversity.***

*Motionhouse is supported by*



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**ARTS COUNCIL  
ENGLAND**



**John Ellerman  
Foundation** **VITSOE**

# About Motionhouse

## **Motionhouse | History**

Founded in 1988 by Louise Richards and Kevin Finnan MBE, we create world class dance-circus productions that tour extensively to rave reviews across the globe. From full-length productions for theatre touring to flexible work for the outdoors and large-scale performance events, our sell-out productions integrate athletic physicality, powerful narrative, incredible digital imagery and emotive sound scores.

Our work takes its inspiration from common human concerns and our connection to the world in which we live, with recent works exploring flooding, the pressure of time, fear and captivity, and our relationship with water, the Earth and energy. Our dancers perform on stunning sets, alongside JCB diggers, with aerialists and singers, in incredible settings and to breath-taking effect.

Our full-length productions tour to theatres across the UK and internationally. We seamlessly integrate digital imagery with live performance, creating a 'living film' that draws audiences into the magical world on stage. Powerful and emotive, these productions inspire and move; generating repeat tours, large audiences and reinforcing our reputation as an outstanding touring company. Recent years have seen two highly acclaimed US tours, as well as tours of mainland China, Hong Kong, Macau, Japan, and regular appearances throughout Europe.

Pioneers of outdoor dance, our range of flexible productions tours to festivals and non-theatre spaces. These short, sharp injections of dance and circus are designed to be performed outdoors and up-close rather than in a conventional theatre. Immensely popular on the international festival circuit, we tour this work extensively to enormous crowds and great acclaim, inspiring audiences who are not necessarily familiar with dance. These works are also increasingly popular for corporate and other events.

We are currently touring a series of outdoor productions that range in scale and duration from an intimate 9-minute duet to a 45-minute dance-circus collaboration with NoFit State Circus on giant Jenga blocks, and a series of larger-scale spectacles incorporating dancers and JCB diggers.

With a three-decade track record of creating work in unusual settings, we have secured a reputation as the 'go to' company to create visionary large-scale outdoor events. From beaches to stately homes and from animating a working harbour to bringing an inner city wasteland to life, as well as being commissioned to celebrate the London 2012 Olympic Games from bid success through launch to opening, we are renowned for our spectacular large-scale outdoor events. Our Artistic Director Kevin Finnan MBE was Choreographer and Movement Director for the Opening Ceremony of the London 2012 Paralympic Games.

We have an enviable reputation for delivering an excellent programme of education and training at our studio in Leamington Spa, throughout the UK and further afield. We deliver a wide range of learning and training projects, in schools and in the community, for students and for young professionals, focusing on skills-development and creativity. Our teaching is accessible and inspiring and emphasises a sense of achievement for all. We offer a range of activities for all ages and abilities and frequently offer the opportunity to develop creative work for performance. See our classes page for both weekly and regular holiday classes at our home base and explore our learn and train pages to find out more about the range of opportunities we offer. Motionhouse is supported using public funding by the National Lottery through Arts Council England.