

RICH MIX



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**ARTS COUNCIL
ENGLAND**



FINANCE OFFICER

RECRUITMENT PACK | NOV 2024

JOB DESCRIPTION

JOB TITLE | Finance Officer

SALARY | £24,000 - £27,000 per annum, dependent on experience.

LOCATION | Rich Mix, 35-47 Bethnal Green Road, London E1 6LA. Hybrid working available.

LINE MANAGED BY | Finance Manager

CONTRACT TIME | Full Time, permanent

HOURS | 35 hours (1.0 FTE) per week (excludes one hour lunch break)

ANNUAL LEAVE | 25 days per annum, rising by one day per year to a maximum of 30 days. Plus bank holidays.

PROBATION PERIOD | Three months

NOTICE PERIOD | Two months' notice in writing on either side on successful completion of probation.

START DATE | December 2024 / January 2025

CLOSING DATE | 12pm on Friday 22 November 2024

INTERVIEW DATE | Week commencing 2 December 2024



WHO WE ARE



Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in East London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture.

Our wide-ranging programme consists of around 300 events every year and focuses on music and a live events programme including spoken word, contemporary performance, cabaret, comedy and visual art as well as new release studio and independent cinema and film festivals across our three screens. Through our Creative Engagement programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across East London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with more than 20 resident organisations employing more than 200 people.

We are a National Portfolio Organisation of Arts Council England (ACE) and its investment allows us to broaden the scope, scale and ambition as well as the diversity of our artistic and creative engagement programmes.

Our business model balances income from trading activities such as cinema ticket sales, private hires and bar revenue with our tenancy income, and grants from ACE, Trusts and Foundations and corporates which support our mission to welcome the communities of the world in East London to create, enjoy and share culture.

We actively encourage people from a variety of backgrounds with different experiences, skills, and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from Global Majority candidates and candidates who self-identify as Disabled.

PURPOSE OF THE ROLE

The Finance Officer will play a key role within a small but busy finance function. They will be responsible for administering the day-to-day finance activities of Rich Mix Cultural Foundation and its trading company Rich Mix Cultural Enterprises Ltd.

They will support the Finance Manager and Head of Finance, ensuring that the department runs smoothly by providing timely and accurate data processing and meeting deadlines to facilitate report delivery.



KEY RESPONSIBILITIES

PURCHASE LEDGER

- Manage day-to-day processing of the purchase ledger, ensuring all invoices are approved by budget holders, and are posted to SAGE 200 (accounting system).
- Prepare weekly payment runs for approval by the Finance Manager.
- Post monthly expenditure journals for stock costs, cash and card spend, and other journals as required.
- Reconcile supplier statements with SAGE supplier accounts.

SALES LEDGER

- Raise invoices upon instruction by staff from Events, Cinema, Live Programme and Tenancy teams, and send to partners and clients.
- Manage credit control, chasing outstanding invoices and tracking responses, sending regular customer statements and escalating to Finance Manager where needed.
- Post monthly journals to recognise Bar and Cinema income, and other journals as required.
- Process Live Programme settlements; checking, posting and distributing income collected on behalf of partner organisations.
- Bank cash and cheques on an ad-hoc basis.

CROSS DEPARTMENT TASKS

- Reconcile and report bar takings in liaison with the Visitor Services Manager.
- Liaise with the building team to track monthly expenditure.
- Input Event Cinema data into tracking sheet in liaison with the Head of Cinema.
- Ensure all departmental finance information is inputted into or reconciled with SAGE as appropriate with support from the Finance Manager.
- Collate and report financial data as needed to support decision-making.

GENERAL

- Manage the finance email inbox and take timely, appropriate action.
- Post daily bank transactions and perform monthly bank reconciliations.
- Collect and scan office post.
- Attend a range of Rich Mix events and maintain a good working knowledge of the programme.
- Attend and contribute to general meetings when required.
- Ensure Rich Mix's policies as outlined in the Staff Handbook, including Health and Safety, Equality, Diversity and Inclusion and Environmental Policies, are implemented and reflected in all aspects of your work.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience of using finance software systems, ideally SAGE.
- Book-keeping qualification or qualified by experience.
- Excellent numeracy and IT skills, especially using Microsoft Outlook, Word and Excel.
- An organised individual with strong attention to detail.
- A positive and flexible attitude with the ability to work independently and take initiative, and to work as part of a team, asking for help when needed.
- Ability to prioritise, follow up on outstanding matters and keep to deadlines.
- Proactive verbal and written communication skills, with ability to provide regular and accurate information to team members as necessary.
- Discretion when handling confidential information.
- Willingness to learn and take ownership of tasks.
- Knowledge of the charity/arts sector is desirable.
- A passion for music and film and a keen interest in the work of Rich Mix.
- Understanding of the importance of inclusion and diversity.
- Understanding of the importance of environmental sustainability and working in a sustainable manner.



This job description reflects the requirements of Rich Mix in November 2024. The role and duties of the post are subject to change in line with the future development of the organisation. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

HOW TO APPLY

Please complete our online Application Form.

CLOSING DATE | 12pm, Friday 22 November 2024

INTERVIEWS | Week commencing 2 December 2024

If you would like to apply in a different format, please contact recruitment@richmix.org.uk to arrange this.

DATA PROTECTION NOTICE

Equal Opportunities Monitoring forms are not shared with the hiring panel and are kept securely and only used for aggregated and anonymised reporting.

By applying for this role you consent to Rich Mix processing any personal data you include within your application. All personal data submitted will be processed and stored in accordance with the requirements of the UK Data Protection Act 2018.



RICH MIX

GET IN TOUCH

For more information or to have an informal chat about the role please email recruitment@richmix.org.uk

PHOTOGRAPHY CREDITS

Bettina Adela, Craig Gibson & Emma Jones

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