

Film Hub North Finance and Reporting Administrator

Job Description

Salary: £19,000

Contracted Hours: 37.5 hours (full time)

Annual Leave: 30 days (this includes bank holidays)

Location: Showroom Workstation, Sheffield

Employer: Showroom Workstation, Sheffield

Reports to: Film Hub North Strategic Manager

Responsible for: You will have no formal line management responsibility. However, you will be expected to work in a structure that relies on collaboration, flexibility and the ability to operate as part of a team based in different geographical locations.

Key Relationships: Film Hub North team, Showroom Workstation finance team, Film Hub North Membership, FAN Talent Executives, FAN Managers, BFI.

Contract Terms: Fixed term contract until 31st March 2022 (strictly subject to BFI funding)

Background: The British Film Institute (BFI)

In [BFI 2022](#) the BFI set out a commitment to giving everyone, everywhere in the UK the opportunity to enjoy and learn from the richest and most diverse range of great British and international filmmaking, past, present and future. The [BFI Film Audience Network \(FAN\)](#) is central to this commitment and will be underpinned by the BFI's desire to boost diversity and inclusivity - to build a broad film culture across the UK which recognises and values the quality of difference and seeks to rebalance under-representation on screen, in the workforce and in audiences.

The Film Audience Network (FAN)

BFI FAN is a unique collaboration made up of eight Hubs managed by leading film organisations and venues strategically placed around the country, FAN has been the

backbone of the BFI's strategy to ensure the greatest choice of film is available for everyone.

Film Hub North (FHN)

[FHN](#) is the largest of the 8 Film Hubs in the UK covering Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North Lincolnshire, Tyne & Wear and Yorkshire. The FHN Membership is made up of 260 organisations ranging from multi-screen arts centres to festivals and community cinemas.

FHN Vision: By 2022 the audiences for British and International film and the collective cinema experience in the North of England will have grown, be more diverse, younger and open to a wider range of specialised films that celebrate the cultural richness of the world. Film Hub North will have played a critical and catalytic role in making this happen and will be known for pioneering programming, audience engagement, putting our network at the front of technological and cultural change and engaging the world through film.

FHN is an innovative partnership between three of the main cultural independent cinemas in the UK- [HOME](#), [Showroom Workstation](#) and [Tyneside Cinema](#). FHN will celebrate and support the Northern film exhibition industry and to ensure that the new boundaries and vast geographical area provides key opportunities for collaboration resulting in a future-facing sustainable sector.

Summary of the role

This role is essential to the successful delivery of FHN providing comprehensive administration for the FHN team. Working alongside the existing Showroom Workstation staff you will ensure that financial and statistical data is processed smoothly and clear records are maintained. You will liaise with the FHN Members ensuring payments and reporting is timely and accurate.

Main Responsibilities

- Support in the creation of administrative systems for the reporting of financial and statistical data.
- Produce regular financial and statistical reports for the FHN team and Showroom Finance Manager.
- Track project income and expenditure for all FHN activity in line with Showroom Workstation's financial procedures.
- Assist the Showroom Workstation finance team with the preparation of invoicing and payment runs.

- Liaise with suppliers, partners and the FHN team to timely co-ordinate invoices and payments.
- Balance and account for the company credit cards held by the FHN team.
- Liaise with FHN funded Members and the FHN wider team in order to prepare accurate numerical data on all activity.
- Coordinate production of quarterly reports to BFI and other stakeholders.
- Prepare and administer Hub agreements and contracts.
- Facilitate meetings, diary management and take minutes where necessary.
- Participate in BFI FAN meetings as required in relation to reporting and data.
- Other tasks as agreed with the Strategic Manager.

Person Specification

Who we are looking for?

You will be confident, proactive and reliable, comfortable working in a dynamic team environment as well as enjoying working alone managing your own schedule.

You will be highly organised, methodical with excellent organisational skills in order to deliver to competing deadlines and have the flexibility needed to respond to new demands.

Enjoying working with numerical data you will be enthusiastic, suggesting improvements to FHN processes where necessary, interpreting data in order to tell a story of Hub activity.

You will have a willingness and energy to be an active member of a dynamic team, reacting to change with positivity.

The skills and experience we are looking for

- Experience with SAGE accounting software.
- Demonstrable experience of financial record keeping and budget tracking.
- IT skills including using Excel, database applications, word, e-mail, internet search, information systems.
- Experience of data collection and processing.
- Well-developed time management skills and excellent planning and organisational skills.
- Office management experience including the ability to set up administrative systems.
- Ability to work as part of a team and build working relationships with a range of people.
- Strong communication skills (both written and verbal) and excellent interpersonal skills.

- The ability to work proactively, in situations requiring flexibility and creative problem solving.
- Understanding of and commitment to equality and diversity best practice.
- To undertake all duties in compliance with company policy.