

FINANCE AND DATA COORDINATOR

JOB DESCRIPTION



Key information

Job title: Film Hub North Finance and Data Coordinator

Salary: £23,000 per annum

Location: Remote/home working in the North with regular onsite attendance in Manchester and Sheffield expected. Team meetings will take place at various locations across the North, so an ability to travel is required once restrictions are lifted.

Employer: HOME

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, HOME Finance Team, Film Hub North Membership, other Hub teams, BFI.

Contract terms: Fixed term contract until 31st March 2023 (subject to annual funding).

Preferred start date: 12 July 2021.

Accessibility: HOME strives to be an equality of opportunity employer. Please contact us if you have access requirements in order to apply for this opportunity.

About the role: This role is essential to the successful delivery of Film Hub North (FHN) activity and will provide comprehensive coordination for the FHN team working across multiple exciting projects that support the North's independent film sector.

You will ensure that financial and statistical data is processed smoothly, and that clear records are maintained. Working alongside the Showroom Finance Team and liaising with the FHN Member organisations, you will prepare contractual documentation and process payments.

You will be the FHN lead for data collection, ensuring we meet our BFI reporting deadlines and use project information to support delivery. You will contribute to team meetings and wider conversations across the BFI Film Audience Network. You will support event delivery and communicate directly with a wide range of partners across the North.

About us

Film Hub North

Supported by National Lottery funding, the BFI Film Audience Network (FAN) is a unique collaboration made up of eight Hubs managed by leading film organisations and venues strategically placed around the country. FAN is the backbone of the BFI's strategy to ensure the greatest choice of film is available for everyone.

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

FHN provides funding, training and support for film exhibitors – with an emphasis on growing new audiences for British, international and independent film.

FHN leads a national Screen Heritage project on behalf of FAN, which promotes access to the rich collections held by the UK's public film archives. FHN also delivers talent development activities to support local filmmakers at a grassroots level and nurture a new wave of creative talent in the North.

FHN is an innovative partnership between two of the main cultural independent cinemas in the UK: HOME and Showroom Workstation. The Hub team are based across the North in Manchester, Sheffield and Newcastle.

HOME

[HOME](#) first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC). We became one of the few UK organisations to produce new work across theatre, visual art and cinema. Our engagement team worked with over 55,000 participants, and we set up a dedicated Talent Development team to support and build the creative potential of artists in the region. HOME is an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).

Showroom Workstation

[The Showroom](#) is Sheffield's only independently programmed cinema, complete with a fully licensed café bar. It is paired with the Workstation, which is the longest-running creative business centre in the city and home to a thriving community of over 60 cultural, creative and digital companies. All housed in an iconic 1930s' Art Deco building.

About the role

Main responsibilities

- Maintain systems for the reporting of financial and statistical data on numerous and complex projects.
- 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 coordinate invoices and payments in a timely manner.
- Liaise with FHN funded organisations and the FHN 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.
- Support the development of FHN by contributing to meetings and using data collected to measure our success and impact in the North.
- Other tasks as agreed with the Strategic Manager.

Person specification

Who are we looking for?

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

You will be highly organised and methodical, with excellent organisational skills. You be comfortable delivering to competing deadlines whilst demonstrating the flexibility needed to respond to new demands.

You will be experienced in working with numerical data and will have the ability to suggest improvements to FHN processes where necessary. You will be confident in interpreting data in order to tell a story of the Hub's activity.

Skills, experience and abilities

- Demonstrable experience of financial record keeping, supporting budget compilation, processing invoices and budget tracking.
- Experience of data collection, analysing data and presenting reports.
- Well-developed time management skills and excellent planning and organisational skills.
- Ability to deal with conflicting deadlines, complex projects and multiple partners.
- Ability to work as part of a dispersed 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.
- A demonstrable commitment to the principles of diversity and inclusion, and their practical application and integration in the work environment.
- IT skills, including using Excel and database applications.
- Passion for the cultural sector and supporting the development of film culture in the North.

Applying

How to apply

Please complete the HOME Application Form, telling us how you meet the Person Specification for this role.

Application Forms should be returned with a completed Equal Opportunities Questionnaire by email to info@filmhubnorth.org.uk.

Closing date: Monday, 21 June 2021.

Interviews: Thursday, 1 July 2021. Interviews will take place via Zoom.

You also have the option to submit a short video (up to 5-min) instead of a written response to application question 7 – this is where you outline how you are suited to the role. Please make sure you cover how you meet the person specification in the video.

If you have access needs and require additional support in order to apply, please get in touch by emailing info@filmhubnorth.org.uk.

If you would like to discuss this role in advance of applying, please contact info@filmhubnorth.org.uk.