



# General Administrator Recruitment Pack

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# OVERVIEW

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<b>Reports to:</b>	Finance and Administration Manager
<b>Salary:</b>	£23,175 per annum
<b>Hours:</b>	Full time, Monday to Friday (10am-6pm regular hours) with occasional evening and weekend work (approximately 1 weekend day per month). Overtime is not paid but time off in lieu will be given. Flexible / hybrid working encouraged - role is based on-site at Little Angel Theatre, and from home depending on operational requirements.
<b>Holiday:</b>	26 days per annum + bank holidays.
<b>Fixed term contract:</b>	1 year fixed term with the option to extend.

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com)

Please head to our website to see how to apply for the position.  
<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

## About Little Angel Theatre

*"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016*

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

# CORE DUTIES

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## The Role

We have an exciting opportunity for a dynamic, creative and hard-working individual to join Little Angel Theatre (LAT). The General Administrator is a varied and diverse role, working with staff from all departments to ensure the smooth running of the theatre's operations, HR and finance processes (particularly bookkeeping). They will work closely with the Finance and Administration Manger and the Executive Director, undertaking projects across the organisation.

This is an ideal entry-level role for an arts enthusiast and will allow the right candidate to gain knowledge and skills in multiple areas, along with a good understanding of how a theatre is run. The role would be of interest to people looking to start a career in arts administration, fundraising, third sector HR / finance or operations within the arts sector. LAT proactively encourages professional development opportunities (including training contracts). We operate a flexible / hybrid working model for all staff, and particularly to support those with caring responsibilities.



## Finance

- Process invoices for payment to tight deadlines, accurately record information, load payments onto the bank account for approval, and check transactions.
- Weekly payroll and pensions processing (through Sage Payroll).
- Oversee and reconcile Little Angel's debit card transactions, ensuring all expenditure is accounted for ahead of monthly deadlines.

- Check and process employee expense claims (using BreatheHR), querying receipts and VAT amounts when required.
- Reconciling daily box office takings to the customer relationship management system (Spektrix).
- Banking - recording cheques and cash transactions.
- Daily checks of bank accounts to record income received.
- Prepare and send out invoices each week (using Sage), liaising with other departments.
- Assist the Finance and Administration Manager with coding and recording income and expenditure transactions.
- Support with other financial and tax processing, for example processing regular gift aid claims.
- Support the Finance and Administration Manager and Executive Director with the annual audit of accounts, sourcing transactional backup and assisting with audit queries.

## **HR**

- Maintain company HR records, including holiday allocations, documentation (proof of right to work, contracts, job descriptions) and employee's personal information.
- Assist with organising training for staff and updating training records.
- Coordination of inductions for new starters.
- Oversee recruitment campaigns, including creating job packs, listing jobs on relevant forums, disseminating applications and coordinating interview schedules.
- Draft contracts for new employees.
- Work with the Finance and Administration Manager to research and draft company policy updates.

## **Scheduling**

- Oversee the organisation's venue diary, booking spaces for staff, ensuring the calendars are up to date and that all staff are able to access the information they need.
- Ensure calendars displayed around the building are up to date
- Support with improvements to the use of Little Angel's venue management software (Yesplan).

## **Office Administration**

- Manage incoming and outgoing post.
- Oversee desk booking spreadsheet to ensure effective onsite working for the staff team.
- Oversee organisational Zoom accounts, ensuring no clashes and that links are set up and distributed as required.
- Helping to keep all offices and other communal spaces across both sites clean, tidy and safe.
- Responding to general enquiries by phone, email and post, including managing the [info@littleangeltheatre.com](mailto:info@littleangeltheatre.com) account, alongside the other administrative staff members and answering the general administration phone line.
- Administer, participate in and minute a variety of meetings, including all staff, health and safety, environmental responsibility and senior management team meetings

### **General Departmental Support**

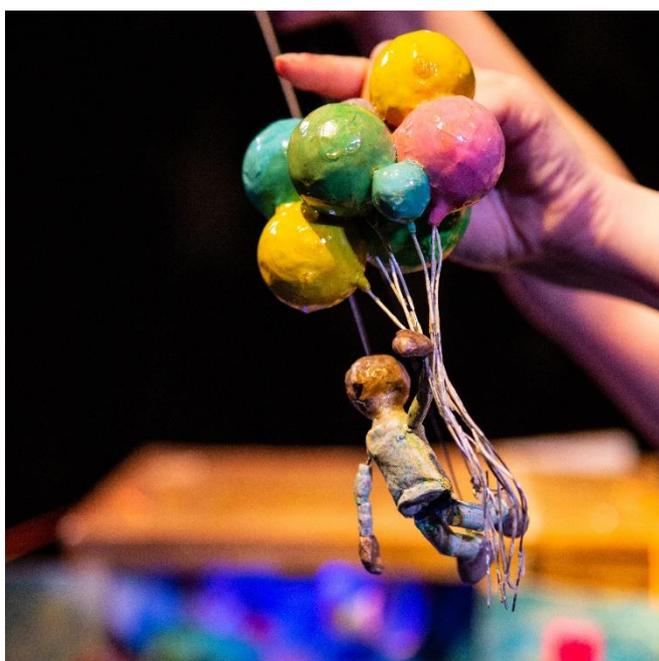
- Research prospects for fundraising applications and support with stewardship administration.
- Commercial contracting for workshops and enterprise projects.
- Support with data gathering for grant reports and evaluation.
- Provide administrative cover to departments when key staff members are on leave.
- Undertake administrative projects across the organisation, as required.

### **Other duties**

- Manage raffle requests from schools and other charitable organisations.
- Represent the company as and when required at performances, workshops, and other networking events.
- Adhere to stated policies and procedures relating to Health & Safety, Environmental Responsibility and Equal Opportunities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Any other ad hoc duties requested by the company.

### **Perks of the job**

- Industry leading in supporting staff with a flexible work/life approach.
- Proactive approach to training and development
- Generous annual leave allowance, including birthday leave.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting, dynamic and growing organisation
- Complimentary tickets to shows for you and your family.
- Cycle to work scheme.
- Employee benefits scheme, including discounts at cinemas and local / national retailers.



# PERSON SPECIFICATION

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Little Angel makes work for a wide-ranging family audience. All staff members are expected to represent the company in a friendly and approachable manner at all times.

## **Essential**

- Experience working in an office environment.
- Demonstrable interest in the finance, HR and operational functions of a busy working theatre.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook).
- Ability to proofread, and to work with and check figures with a high degree of accuracy.
- Excellent written communication skills, including the ability to write in formal and informal registers, and to explain things clearly to others.
- Professional approach, with strong interpersonal skills.
- Excellent team worker
- Reliable, with a flexible and proactive attitude and ability to work in a multi-tasking environment as part of a small team
- Ability to prioritise and work under pressure.
- Self-motivated, with the ability to use your initiative to analyse situations and solve problems.
- Ability to handle confidential data, including HR records and contract details, with tact and discretion.

## **Desired**

- Experience working in a professional arts environment, particularly with young audiences.
- Experience working with financial systems.
- Experience of administering meetings and taking minutes.
- Experience of preparing contracts.
- Knowledge of the process of producing new theatre productions.
- Experience of fundraising, grant writing and stewardship of donors

# APPLICATIONS



The deadline for applications is 10am on Tuesday 31<sup>st</sup> January 2023.

Interviews will be held on Wednesday 8<sup>th</sup> February 2023.

This role will commence as soon as the candidate is available.

To apply please complete the application form and Equal Opportunities form that can be found on our website.

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.