

Independent Cinema Office

The Independent Cinema Office is the national organisation for the support and development of the independent cinema exhibition sector in the UK. It offers film programming services to cinemas, brings films into distribution and is the main provider of events, training and advice for the independent cinema sector. It works with the main funding bodies in film exhibition, is a company limited by guarantee and a registered charity.

Its film programming clients include cinemas as diverse as the Watershed in Bristol, the Broadway in Nottingham, Hebden Bridge Picture House and Galeri in Caernarfon. In 2017 it released the films *Mulholland Drive*, *La Strada* and a *BAFTA Shorts* touring programme amongst other titles. It also delivers Screening Days, a national and regional showcase for cultural cinema for film societies, community cinemas and cinemas. It offers a portfolio of national and internationally renowned training programmes for exhibitors.

We are now seeking a Finance & Administration Assistant. This is a new role for us and we are seeking an outstanding candidate with excellent skills to be a key member of our operations team. You must have a meticulous and exacting attention to detail, be numerate and literate and genuinely enthusiastic about making a contribution to the processes and structures which allow us to deliver such a wide range of interventions and activities. In return, we can offer responsibility, opportunities for training and development and the chance to work with a friendly, creative team working at the forefront of independent cinema exhibition in the UK.

The ICO is based in central London near Oxford Circus.

Job Description

The ICO expects all staff to adhere to the organisation's key values and principles, which are: to demonstrate enthusiasm, flexibility and passion; a willingness to work hard; strive for excellence and take on responsibility; be enterprising and use initiative; and support diversity in all its forms.

Job title:	Finance & Administration Assistant
Salary:	£19-21,000 dependent on experience
Reports to:	Finance Manager
Contract:	One year fixed-term
Working hours:	Five days a week 10am-6pm with one hour lunch break, occasional evenings and weekends as required
Holidays:	25 days per year of which a number of compulsory days must be taken during the office closure at Christmas
Probationary period:	Six months
Notice period:	One month

Terms and conditions;

The above position is offered on a fixed-term contract. The above details and the job description for the position of Finance & Administration Assistant are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Main Objectives

Purpose of the post:

To provide financial and administrative support for ICO activities.

Main Responsibilities

- Raising sales invoices, maintaining credit control, liaising with debtors and creditors and ensuring financial records are up-to-date and accurate
- Posting purchase invoices and debit card transactions including coding to agreed budgets
- Undertaking bank reconciliations and ensuring that accounts balance
- Process expense claims and bursaries in accordance with ICO guidelines
- To be responsible for petty cash, post office account and any other financial administration as directed
- Producing financial reports when required
- To input and distribute box office data from ICO client cinemas and distribution projects
- Maintain and update database and filing systems
- Send publicity and screening materials to cinemas for ICO distribution projects
- Assist the Operations Officer in reporting for the ICO's mini Europa cinema network
- Office management including responsibility for office equipment, stationary and office stocks, ensuring most efficient and cost-effective use of resources
- To make travel arrangements for staff and speakers for ICO courses and events including booking train and flight tickets and hotels as required
- To provide administrative support to members of the ICO team as required

- Take responsibility for designated tasks and use initiative and judgment to manage them appropriately and in a timely fashion as directed
- Work in a flexible manner and be willing to undertake other duties as reasonably requested. Some travel, weekend and evening work, as required

Person specification

Essential

- Minimum 1-2 years experience in a similar finance, administration or secretarial role
- Numerate and with knowledge of accounts software packages or able to learn quickly
- Ability to prioritise a workload from a number of sources and keep calm under pressure
- Excellent organisational skills
- Be proactive and use own initiative to anticipate the needs of tasks
- Excellent administrative and IT skills and computer literacy with a high level of expertise in MS Word, Excel, Outlook, PowerPoint and database systems
- Excellent communication skills, both written and verbal
- Meticulous attention to detail
- Ability to work as part of a team
- A sense of humour

Desirable

- Experience of QuickBooks online software
- Experience of FileMaker
- Experience of book-keeping
- Experience of minute taking