



Business Administrator

Salary: £19,554

Hours: full time, 37 per week

Holiday: 20 days per annum plus 8 standard bank holidays

Closing Date: 28/06/2021

Interview Date: 9/7/2021

Place of Work: Primarily Connaught Theatre, Union Place, Worthing, BN11 1LG (but hybrid working is also possible)

Reports To: HR Business and Training Manager (HR B&T Manager)

Staff Line Manager Responsibility For: none

Worthing Theatres and Museum aims to:

- ❑ Surprise and delight our audiences with visionary work of artistic excellence.
- ❑ Provide aspirational opportunities for young people ensuring the creative voices of the future.
- ❑ Cultivate creativity, supporting the next generation of artists.
- ❑ Champion inclusion, curating a diverse programme.
- ❑ Invest in our teams, making creative thinking the norm.
- ❑ Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.
- ❑ Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



Job Description

Principal purpose of job (role summary)

Assist the HR Business and Training (HR B&T Manager) with the effective and efficient delivery of administrative and business support for Worthing Theatres and Museum.

Prepare live event entertainment settlements and payments and ensure PRS and profit sheets are completed.

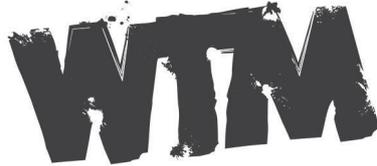
Assist the HR B&T Manager with the administration of starter and leaver HR paperwork and general upkeep of the HR records.

Process invoices and purchase orders as required.

Complete general administration tasks including team email inboxes, answering calls, ordering stationery and dealing with post.

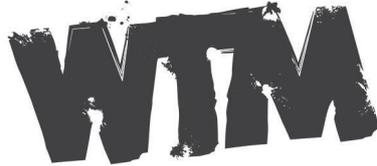
Main duties, tasks and responsibilities of post holder

1. Prepare financial settlements and payments for live events entertainment in accordance with contracts.
2. Assist with the organisation and administration of live events entertainment, including the booking and payment of hotel rooms,



worthing theatres and museum

- parking and piano tuning as detailed in contracts. Ensure that the Artifax venue management system is accurate and up-to-date.
3. Develop and maintain a good working knowledge of live events contracts in order to assist with typing up contracts to cover staff absence
 4. Contact companies when necessary to ensure that signed contracts are returned to WTM in a timely fashion as required.
 5. Ensure that all monitoring, financial and statistical information relating to live events is accurately recorded in a timely fashion once settlements and payments are completed.
 6. Liaise with PRS PPL Ltd when required to establish the rate applicable. Ensure that the appropriate PRS rate is charged on settlements and the details are accurately recorded in a timely fashion on the PPL PRS quarterly return.
 7. Assist the HR B&T Manager with PPL PRS Ltd and HMRC foreign entertainer quarterly submissions.
 8. Monitor the Business Admin and Theatres inbox, dealing with emails and forwarding to departments as required.
 9. Assist with administration for casual payroll as required.
 10. Process starter and leaver paperwork and assist with the general upkeep of HR records.
 11. Process weekly returns for the reporting of sickness absence.
 12. Assist in ordering stationary and office equipment
 13. Assist with diary management and administration for the CEO and Head of Business and Finance: including booking meetings, collating expense receipts, writing letters and emails, creating sheets and documents.
 14. Raise purchase orders in accordance with the WTM Expenditure policy

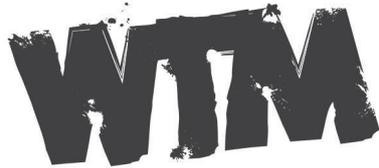


worthing theatres and museum

15. Assist the HR B&T Manager in maintaining department procedures.
16. Provide Board support and take minutes at Board and Committee meetings Minute in the absence of the HR and Business Manager
17. Develop and maintain a good working knowledge of venue hire finance procedures in order to assist with the preparation of venue hire settlements and accounts in accordance with hire agreements when required.
18. Assist with any other duties as required

General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
4. Promote the service and WTM positively at all times.



worthing theatres and museum

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Criteria

Essential

1. Excellent Excel skills. Evidence of intermediate training or equivalent experience on Excel.
2. GCSE Maths and English grade C or above (or equivalent qualification).
3. Proven experience of administrative and financial work.
4. Strong numeracy and literacy skills.
5. Basic understanding of VAT.
6. Excellent communication and customer care skills, both written and verbal.



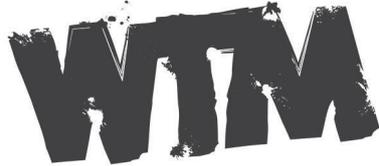
worthing theatres and museum

7. Ability to be diplomatic and respect confidentiality.
8. Ability to work on own initiative.
9. Ability to work as part of a team.
10. Ability to meet regular payment and payroll deadlines.
11. Must be very organised, accurate and methodical with attention to detail in all areas of work.
12. Evidence of intermediate training on Word or equivalent experience and use of emails.
13. Ability to travel between venues when required.
14. Positive attitude to all aspects of the post.
15. An understanding of equalities and how to apply this in the workplace, thinking of both customers and colleagues.

Desirable

1. Experience of working in a theatre environment.
2. Experience of preparing theatrical financial settlements.
3. Understanding of PRS and Foreign Entertainer Tax.
4. Experience of working on a venue management system.
5. Evidence of advance training on Word and Excel.
6. Experience of using G-Suite, including Gmail, Google Calendar and Google Sheets.
7. An interest in Theatre, Arts and Culture.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes



worthing theatres and museum

equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

