

**DANCEXCHANGE ACCOUNTS ADMINISTRATOR
Application Pack**



Post: Accounts Administrator

Salary: £20,500-£21,500 pro rata, depending on experience

Contract: Permanent, Part time (14 hours per week)

DanceXchange is recruiting for a new Accounts Administrator to take a proactive role in the administration of our busy organisation.

DanceXchange (dx) is an internationally known Birmingham-based dance agency that presents and produces some of the best UK and international dance; supports artists to create and develop their work; nurtures talented young performers, choreographers and leaders; and engages people of all backgrounds in dance activity.

The Accounts Administrator will perform financial clerical duties in line with DanceXchange financial policies and procedures, including bookkeeping and banking assistance, payroll, corporate record keeping, filing and other administration duties that support our business and activities.

You must have at least two years' experience in an accounting role, with an AAT Qualification or equivalent training, exceptional numerical and analytical skills, and experience of SAGE. You will also have experience of working in an arts/charitable organisation, with knowledge of charity finances and public accountability. You will be professional, organised and reliable, with strong attention to detail, excellent administration and communication skills, and an appreciation of dance.

For further details, see the Job Description and Person Specification below.

Closing date for applications is Monday 3rd December 2018, 9am

Interviews will be held on Thursday 13th December 2018

To apply, please complete a DanceXchange application form and Equal Opportunities monitoring form and submit by email to recruitment@dx.dance with 'Accounts Administrator' in the subject line.

Please note, if you have not been contacted by 7 December 2018, please assume your application has not been shortlisted. Applications made through recruitment agencies will not be accepted.

dx is an equal opportunities employer who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities. Registered charity no. 1045364.

ACCOUNTS ADMINISTRATOR Job Description

Salary: £20,500-£21,500, per annum (pro rata)

Location: DanceXchange, Birmingham Hippodrome, Thorp Street, Birmingham B5 4TB

Contract: Permanent position, Part-Time

Working hours: 14 hours per week, worked within normal office hours, Monday to Friday 10am-6pm. Evening and weekend working may be required on occasion.

Management

Reports to the Head of Finance & Resources

Purpose of the Post

To perform financial clerical duties in line with DanceXchange financial policies and procedures, including bookkeeping and banking assistance, payroll, corporate record keeping, filing and other administration duties that support DanceXchange business and activities.

Specific Responsibilities

- Work with the Head of Finance & Resources to ensure accurate accounting records are maintained
- Perform general finance clerical duties including, but not limited to, bookkeeping and banking duties, including inputting of data to the SAGE accounting systems
- Input purchase ledger invoices and produce sales invoices
- Carry out the reconciliation of class takings and other sales
- Carry out weekly banking and maintenance of the petty cash imprest system
- Be knowledgeable about the Mindbody online payment system and support related troubleshooting for customers
- Produce data for payroll purposes using monthly staff timesheets
- Assist with financial aspects of the Centre for Advanced Training programme, including grant applications, payments and bursaries
- Make travel arrangements and book hotel accommodation for staff, visiting companies and others as required
- With the Head of Finance and Resources, ensure that corporate recordkeeping is accurate and up to date
- Maintain accurate records and filing to support the Senior Management Team
- Carry out other finance and administration duties to support DanceXchange business and activities

General

- Maintain discretion and confidentiality at all times
- Ensure compliance with all legal requirements, including the requirements of the Charities and Companies Acts

- Ensure that all company processes, policies and procedures are adhered to, including the DanceXchange accounting policies, anti-fraud policy and data protection policy
 - Ensure compliance with all relevant funding conditions and reporting requirements
 - Act as a point of contact for external enquiries and communication, as required
 - Act as a Fire Marshal for the Patrick Studio and DanceXchange studios, providing front of house cover when required
 - Work in a way which celebrates diversity in practice, programmes and projects and encourages best practice
 - Act as a positive advocate of DanceXchange at all times
 - Ensure that safeguarding and Health and Safety policies are observed and positively implemented
 - Carry out any other tasks as may be agreed with members of the Senior Management Team
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Person Specification

Qualifications

AAT Qualified or other relevant qualification

ACCE or CIMA qualification is desirable

English and Maths at least to Level 2 (e.g. GCSE A-C Grades)

Experience

A minimum of two years' experience in an accounting role

Experience of working in a relevant role in an arts or other charitable organisation

Proven skills and experience in using accountancy packages, ideally SAGE

Skills and knowledge

Exceptional numerical and analytical skills

Excellent verbal and written communication skills

Strong interpersonal skills

Excellent administration skills

Knowledge of charity finances and public accountability

An understanding of confidentiality, non-disclosure and conflict of interest

Strong abilities in Microsoft Word, Excel and Outlook

Ability to learn and follow procedures

Personal Qualities

Ability to prioritise and manage a varied workload

Able to work to a brief, independently and as part of a team

Diligent, with excellent attention to detail

Organised and efficient

Professional, friendly and polite

Responsible and trustworthy

Motivated and proactive

Reliable and punctual

Willingness to work evenings and weekends on occasion

An appreciation of dance

A satisfactory Criminal Record Background check is required because this post will involve contact with children and vulnerable adults where the post holder is in a position of authority.

About DanceXchange

DanceXchange (dx) is an internationally known Birmingham-based dance agency that presents and produces UK and international dance with a focus on work that is current, new and choreographically driven, and that is artistically ambitious, engaging and inspiring. dx has a strategic role in developing the artform and provides packages of support for Midlands-based artists and choreographers to help them develop their practice and build sustainable dance careers.

In partnership with Sampad South Asian Arts and Heritage, dx runs the Centre for Advanced Training (CAT), an elite training opportunity for young people aged 11-18, who show exceptional talent and potential in Bharatanatyam, Kathak and Contemporary styles. This is complemented by Generate, a feeder programme for 9-13year olds with potential, and a new programme of schools' activity. dx also runs a recreational class programme, with weekly classes for people aged 3-60+, in a range of styles and at different levels, to enable development and progression.

dx's largest project is Birmingham International Dance Festival (BIDF), an major award-winning biennial festival which brings inspiring international dance to the city's theatres, showcases local talent, takes over Birmingham's streets and squares with exciting free performances, and creates lots of opportunities for people of all backgrounds to get involved. BIDF also delivers professional development events, debates and workshops, opening up a valuable space for dialogue, collaboration and sharing of ideas. DanceXchange is proud to be an important part of making Birmingham a place where dance and dance artists can flourish.

dx is a registered charity and company limited by guarantee, with a turnover of around £1million. The organisation currently receives core revenue funding from Arts Council England (NPO funding) and Birmingham City Council. Earned income is generated predominantly through ticket sales, participation fees and studio hire. dx also secures funding through a range of partners and sponsors, as well as Trusts and Foundations.

The key priorities underpinning our financial plan are (i) to ensure best value for public funding and (ii) to reduce our reliance on that funding, by implementing efficiencies and developing opportunities for income generation – contributing to the long-term stability and sustainability of the organisation.

To find out more, visit www.dancexchange.org.uk