



## **General Manager**

Strike A Light are looking for someone to join us as General Manager, one day a week. If you're enthusiastic about beautifully organised admin, like being the go-to person in a small team and enjoy setting up systems to get stuff done, we'd love to hear from you.

## **About you**

You might not have worked in the arts before but may have worked in a similar role in a small business, a charity or voluntary organisation.

We're looking for people who:

- Have a solid understanding of finance, HR and admin processes for smaller scale organisations
- Are excited by Strike A Light's work and want to help make it happen
- Are keen to be part of a small team where you can shape and set up working processes
- Can use their initiative, put in ideas and manage their own workload

## **Person Specification**

### **Essential**

- A flexible approach to working with the ability to manage multiple priorities and deadlines
- Excellent organisational and communication skills with good attention to detail
- Accuracy and clarity in written and verbal communication
- A high level of computer literacy and confidence using new software packages
- A passion for Strike A Light's work and a desire to work with the team to achieve the organisation's mission
- Experience of HR – creating contracts, updating and implementing policies

### **Desirable**

- Experience of working in the arts or charity sector
- Good working knowledge of Quickbooks, or similar accounting software
- An understanding of the needs of working in a small team

## **Job purpose**

To ensure the smooth and effective running of Strike A Light's financial, HR and administrative systems, supported by the Executive Director.

## **Responsibilities**

### **HR**

- To ensure that records, including annual leave allocations, are up to date and that full and effective use is made of Bright HR (our HR software)
- To liaise with our payroll company to distribute payslips and arrange timely payment of wages, keeping them up to date with any changes to contracts
- To issue and update staff and freelance contracts ensuring they are in line with current employment legislation
- To carry out staff induction and any related paperwork e.g. references, DBS checks and support with end of contract tasks e.g. arrange exit interviews
- To support recruitment processes
- To support the SAL team with a return to the office post-lockdown and be the main point of contact for the organisation we hire the office from.

## **Finance**

- To code invoices and pass them on for payment
- To issue invoices using Quickbooks software
- To check and update information on Quickbooks, for example issuing reminders for late payments
- To make payments for purchases on behalf of the Strike A Light team, using the company card
- To receive and check expenses claims and pass them on for payment
- To complete the organisation's Gift Aid claim annually

## **Organisation administration**

- To ensure Strike A Light's data protection, first aid and safeguarding policies and records are up to date and arrange training and briefing sessions
- To support with arrangements for board meetings, away days etc.
- To support with reporting to funders
- To ensure that appropriate insurance cover is maintained
- To provide training and support to ensure the Strike A Light team uses GDrive, Bright HR, Password Manager and other IT in accordance with safeguarding and IT policies

## **Other**

- Work within Strike A Light's policies, including Health & Safety, Safeguarding and Equalities
- Participate in organisation meetings and events as required
- Attend relevant training as and when required
- Positively represent Strike A Light at events
- Any other duties appropriate to the post and organisation

If you would like this information in a different format please contact [info@strikealightfestival.org.uk](mailto:info@strikealightfestival.org.uk).

**Deadline for applications Wednesday 21 April**