



BUSINESS & OPERATIONS MANAGER

Job Details

Starting salary:	£25,000-£27,000 p.a. depending on experience
Hours:	Full-time, Monday – Friday, with occasional out of hours project or event work.
Responsible to:	Chief Executive Officer
Line manages:	Operations & Communication Assistant, Reception & Administration Assistant, Book-keeper (freelance)
Location:	Screen South Headquarters, The Wedge, 75 – 81 Tontine Street, Folkestone, Kent CT20 1JR. Travel around region may be required. Costs for travel required by work will be reimbursed.
Holiday:	25 days paid holiday in addition to public and bank holidays in each leave year (01 April – 31 March).

All other terms are as per the written statement of employment.

Background

Our longstanding and much-valued Head of Operations, Vanessa Cook, is leaving us to go to our partner organisation, South East Media Network. We are taking this opportunity to re-evaluate her current range of responsibilities and recruit a replacement with an emphasis on business planning, reporting and compliance.

The new post will be a Business & Operations Manager, and while the successful candidate will need a high level of operational and financial experience and knowledge to undertake the overall duties of the post, training will be provided in all our office systems and software as necessary.

Our Chief Executive Officer, Jo Nolan, is about to go on maternity leave for 6 months. Her maternity leave will be covered by two of our current partners - Chris Chandler, who will be bringing his considerable expertise and experience in film to bear on Screen South's production and delivery commitments, and Sarah Dance, who will be bringing her extensive expertise on national and regional strategies and priorities to lead on Accentuate programme and other special projects within Screen South. The post will be line managed by Chris Chandler.

The new Business & Operations Manager will be welcomed into a strong core team of enthusiastic, committed and busy colleagues, and we will look to him or her to bring a high level of business acumen and experience to help us all in our work of supporting film and media in the South East.



BUSINESS & OPERATIONS MANAGER

Job Description

JOB PURPOSE

To ensure the effective and compliant implementation of Screen South's business objectives.

Key duties:

Finance

- Provide the Chief Executive Officer with up to date information on Screen South's business plans and progress towards its agreed Key Performance Indicators.
- Actively monitor and report on company and department budgets, accounts and cashflow.
- Support the CEO in forward business planning, and produce annual budget and target outcomes as required.
- Oversee Screen South's Regional Investment Fund England (RIFE) awards process, ensuring compliance with RIFE terms and reporting on such as required.
- Oversee reporting to all funding bodies, including the UK Film Council, on a regular and ad hoc basis.
- Ensure delivery of annual accounting audit and financial reports, in liaison with Screen South's auditors and freelance book-keeper.
- Ensure Screen South's book-keeper is able to carry out his/her duties effectively.

Compliance

- Ensure Screen South is compliant with all UK Film Council funding and business requirements as guided by the Accountable Officer (CEO).
- Ensure Screen South is compliant with all statutory employer obligations, including Health & Safety, Equal Opportunities, Data Protection, Freedom of Information, employment and accounting legislation, under the guidance of specialist advisers and the Accountable Officer (CEO).
- Act as Company Secretary and service all Board and sub-committee meetings.

Office management

- Run regular team meetings (currently bi-weekly).
- Ensure the Reception & Administration Assistant is able to carry out his/her duties effectively.
- Manage the working environment and overall workflow for all staff, making necessary plans and adjustments to ensure Screen South staff can carry out their duties effectively.
- Ensure Folkestone office premises are kept secure and in good order.

- Ensure adequate provision is in place to keep Screen South's Pinewood workplace secure and in good order.

Human Resources

- Manage the effective recruitment and induction of Screen South staff.
- Monitor team performance and satisfaction levels, and support line managers and CEO in strategic HR planning and delivery, including the staff appraisal process.
- Manage day to day HR issues with support from specialist consultants and employment lawyer as needed.
- Undertake professional development activities as needed to maintain the effective performance of the duties assigned to this post.

Information Communication Technology

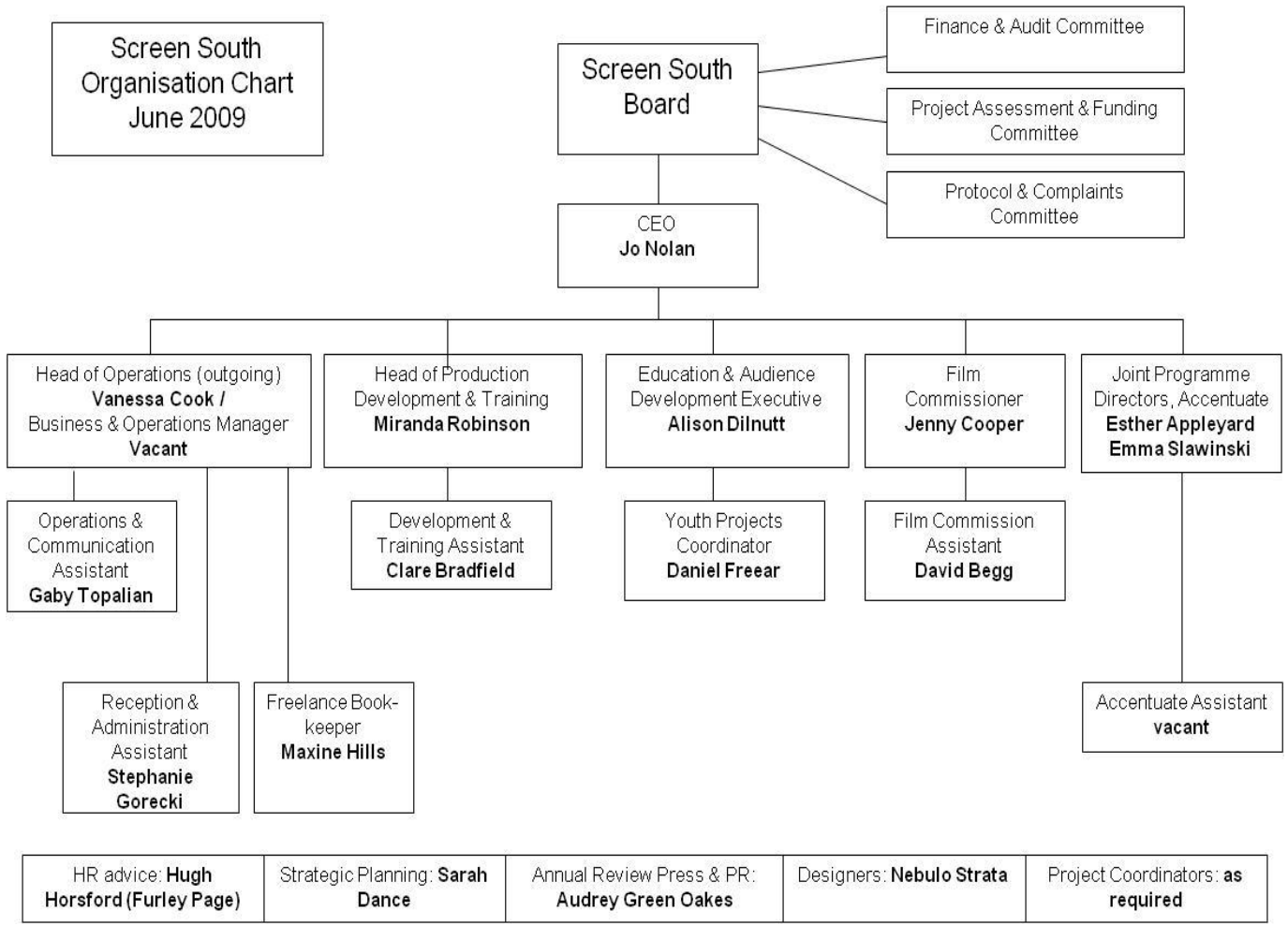
- Act as Administrator for Screen South's grant management database (MicroEdge's GIFTS system).
- Ensure that the Screen South IT network and telephone systems are kept in good working order, with the support of specialist consultants and contractors as required.
- Ensure the Communications & Operations Assistant is able to carry out his/her duties effectively.
- Negotiate and monitor ICT supply & support agreements.

Other duties common to all posts

- Actively promote Screen South's interests and relations with all other bodies, agencies and clients.
- Any other duties that may be assigned from time to time commensurate with the level of this position.



Current organisation chart:





BUSINESS & OPERATIONS MANAGER

Person specification

EXPERIENCE	Essential	Desirable
Experience in managing a company's accounts and financial reporting cycle	X	
Experience of managing budgets and financial systems	X	
Experience of team management, including recruitment and performance management.	X	
Experience in business planning and forecasting		X
Experience of reporting to funding bodies		X
Experience in monitoring that financial processes, such as grant awards processes, are compliant with policy		X
Experience of ensuring compliance with statutory employers' obligations		X

KNOWLEDGE	Essential	Desirable
A working knowledge of current Health & Safety best practice in an office workplace	X	
Understanding of the importance of applying equal opportunity practice in all areas	X	
A working knowledge of current accountancy best practice within a company limited by guarantee	X	
A working knowledge of current employment best practice in an organisation with more than five employees	X	
A working knowledge of current Data Protection best practice		X
An understanding of how to respond to a Freedom of Information request		X

SKILLS	Essential	Desirable
High level of numeracy and analytical skills	X	
Effective time management	X	
Ability to link practical outcomes to strategic goals	X	
Ability to build and sustain effective working relationships with suppliers and contractors	X	
High level of IT skills including Sage, Excel, Word, Outlook	X	
Ability to communicate confidently and accessibly in writing, in person and on the telephone	X	
Excellent communication skills within a team that includes off-site colleagues		X

ATTITUDE	Essential	Desirable
Willingness to learn new skills as needed	X	
Self-motivated, flexible and positive approach to work	X	