

**Post:** General Manager (New Post)  
**Salary:** £26,000 (Full-time)  
**Responsible to:** Executive Producer  
**Responsible for:** Administrator (shared with Executive Producer)

**Job Role**

To provide the day to day financial management, HR and administrative functions of the company in a diligent, accurate and timely manner.

**Key Responsibilities and Duties will include:****Financial Management**

- Maintaining the company's books of account (Sage 50 Accounts Plus Software), ensuring they are accurate and up to date, and that financial procedures are followed across the company.
- Producing timely monthly management accounts, balance sheets and cash flow forecasts.
- Undertaking monthly payroll; undertaking appropriate payroll and VAT returns to HMRC
- Managing and monitoring sales and purchase ledger.
- Preparation of year end accounts for submission to the company's auditors; completion of Companies House and Charity Commission annual returns.

**HR**

- Reviewing, monitoring, updating and issuing as required, with appropriate consultation, the company's contracts with its employed and freelance staff; managing recruitment and appointment processes for all staff.
- Reviewing, monitoring and updating as required, with appropriate consultation, the company's Staff Handbook and its HR and management policies, ensuring legal requirements are fulfilled, best practice is achieved and Arts Council England Conditions of Funding are maintained.
- Reviewing, monitoring and updating as required, with appropriate consultation, the company's Appraisal system.

**General**

- Ensuring all necessary insurances are up to date and any conditions satisfied.
- Reviewing, monitoring and updating as required, with appropriate consultation, the company's Risk Register.
- Management of office systems and resources, including the company's IT requirements; management of the company's offices, storage and other facilities.
- Managing building related requirements including revised contracts and utility services.
- Supporting the Executive Producer in their management of the company's programme of work and relationship with its funders and fundraising, to include contracting, statistical analysis, returns and reports.
- Management of and appropriate delegation to the Administrator, including carrying out an annual Appraisal.

- Acting as ambassador for the company at appropriate performances and events attended on behalf of the Company.
- Any other duties relevant to the post, as required by the Executive Producer and Artistic Director.