



## Project Finance Officer - Temporary Job Description

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BAC is looking for an experienced and enthusiastic Project Finance Officer to join our Babel project team.

### **PROJECT OVERVIEW**

Promising to be one the most talked about events of 2012, BABEL will be a theatrical experience of truly epic proportions.

A spectacular outdoor show created for a major London setting, BABEL is staged through a unique partnership between WildWorks and Battersea Arts Centre and will feature a cast of 500.

Made in collaboration with Lyric Hammersmith, Theatre Royal Stratford East and Young Vic.

**WildWorks;** WildWorks is a creative performance company, pushing boundaries of participative and professional practice with a reputation for working on large scale public projects. As an international, artist-led company based in Cornwall, we balance high production values with a distinctive commitment to community engagement. WildWorks' shows happen in found landscapes rather than formal theatre spaces. They reflect and embrace the host communities from which they draw their meaning. Our work demonstrates a catalytic capacity to convene, to connect and to communicate. We believe that community is a simple but profound conjuncture of people and place. Stories of substance rooted in lived experience are the prize we repeatedly seek and often find culminating in large scale landscape theatre. Our most recent production was *The Passion* with National Theatre of Wales which was seen by over 14,000 people. [www.wildworks.biz](http://www.wildworks.biz)

**World Stages London;** World Stages London is a landmark cultural event created through the unique collaboration of seven leading London theatres creating work within the theme "*London in the world - the world in London*" by drawing on stories from around the globe. WildWorks is leading in the artistic direction and co-produces this WSL project. For **BABEL** specifically, WildWorks will be working with BAC (Co Producers), Young Vic, Lyric Hammersmith and Theatre Royal Stratford East, and up to 500 community participants from these various theatres and a professional company of 15-17 performers, to bring together significant numbers of different communities, to celebrate the diversity of language, culture, ethnicity and human identity and in so doing, make a contribution to overcoming isolation in London; culminating in a large outdoor site-specific show in May 2012.

**Main Roles and Responsibilities:**

Project	Reporting to	Main responsibilities
BABEL	Senior Accountant	<ul style="list-style-type: none"><li>• Record all incoming purchase invoices, distribute to relevant budget holders and process on SAGE accounting system</li><li>• Process purchase invoices on a timely basis in order to meet weekly payment schedules</li><li>• Deal with supplier queries relating to project purchase invoices</li><li>• Deal with Budget Holder queries relating to project purchase invoices</li><li>• Deal with Partner Organisation (Wildworks) queries relating to project finances</li><li>• Ensure financial controls are maintained in relation to sign off procedures</li><li>• Process all income relating to project including grants and box office income</li><li>• Process project petty cash and credit card requests, ensuring appropriate controls are maintained at all times</li><li>• Periodic (weekly/monthly) meetings with budget holders to discuss variances to budget and re-forecasting</li><li>• Update project cashflow on a monthly basis</li><li>• Reconcile BAC and Wildworks project financial information on a periodic (weekly/monthly) basis</li><li>• Adhoc finance duties as requested by Senior and Project Accountants</li></ul>



**Essential**

- Knowledge of SAGE Line 50 accountancy package
- A high level of numeracy, attention to detail and methodical approach
- Experience of financial administration, using a computerised accounts system
- A good level of PC literacy, particularly MS Word and Excel
- Proven time management skills, with the ability to prioritise effectively
- Excellent oral and written communication skills.
- A friendly and professional attitude
- Ability to work effectively both in a small team, and independently

**Desirable**

- Studying towards a recognised accountancy qualification
- Previous experience of working within an arts organisation

**Terms, Conditions and Benefits:**

<b>Salary:</b>	£18,000 pro rata on a fixed-term contract (27Feb – 29 Jun 2012)
<b>Hours:</b>	It is envisaged that the post-holder will work at BAC on a part-time basis 3 days per week (0.6 full time equivalent).
<b>Overtime:</b>	No overtime payments: BAC operates a Time Off in Lieu System to be taken within two weeks of accrual
<b>Holidays:</b>	20 days per year, not including bank holidays – pro rata
<b>Programming:</b>	1 free complimentary ticket to all BAC productions, with 1 concessionary companion ticket available per production
<b>Probation period:</b>	1 month
<b>Notice period:</b>	1 month

**How to apply:**

Please send your completed application form to [recruitment@bac.org.uk](mailto:recruitment@bac.org.uk)

Our deadline for receiving applications is **5pm, Friday 10<sup>th</sup> February 2012**

Interview dates TBC – **From Thursday 16<sup>th</sup> February 2012**



**BAC's mission:**  
**"To invent the future of theatre"**

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### Vision

When we imagine the future of theatre we picture somewhere we gather. We gather day or night. We gather to feel at home. We gather with friends and strangers. We meet artists and experience their vision of the world. We experience the ordinary and extraordinary. We enjoy the kindness of people we've met for the first time. We have conversation. We get involved. We debate, we challenge, we dispute orthodoxy, we propose different ideas. We eat, we drink, we meet.

We imagine a theatre that resonates with Battersea's one-hundred and fifty year old motto: not for you, not for me, but for us. We imagine a theatre that celebrates us working together to invent something new, to reinvent an old fashioned art form for the 21<sup>st</sup> century. We imagine live performance and a convivial, civic space, at the heart of a community in Battersea. The best of the old with the best of the new. We invite you to imagine your future of theatre.