



## Part-time Administrator and Bookkeeper Job Description

### 1. Background

Movema is an award-winning charity based in Liverpool and Bristol. The charity brings about change through world dance via inclusive artistic and participatory work to celebrate diversity, tackle inequalities, support healing and unite communities in the Northwest and Southwest.

Specialising in world dance, it runs an annual programme of classes, performances and events founded by four female artists from diverse cultural backgrounds. Since its inception in 2009 Movema have created the acclaimed schools resource World in a Box, featured on various CBBC programmes, and performed locally, nationally and internationally at key cultural events. Current commissions include Arts Council England, Merseycare NHS Trust, National Lottery, Garfield Weston and Liverpool and Bristol City Council.

Movema is a diverse led organisation who lead from the root of the community. We come from a place of understanding and lived experience of racism, discrimination, trauma, and displacement.

Movema acknowledges the need for change. Consulting and listening to the needs of our communities to develop a deeper understanding of how we can utilise our skills, resources, and power to remove the barriers of inequalities.

We feel we have a responsibility as ambassadors to speak out for equality, diversity, and inclusion.



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Movema  
The Bluecoat  
8 School Lane, Liverpool L1 3BX

07548365 869 | [info@movema.co.uk](mailto:info@movema.co.uk)  
[www.movema.co.uk](http://www.movema.co.uk)

Company Number: 7031968  
Charity Number: 1196951



## 2.Vision

Movema believe in the power of world dance for positive change. We are passionate about dance as a tool for self-expression and celebrating cultural differences.

It is an exciting time for the charity, approaching their 13-year anniversary, in receipt of multiple grants from Arts Council England and other funders.

To realise our vision, Movema is seeking an enthusiastic Administrator and Bookkeeper to support the team and help to develop our growing activities. They will manage and improve the administrative processes working individually and as part of a team. The Administrations and Operations Manager will need to be a highly organised and focused individual, with knowledge and experience of running an organisation's administration functions.

## 3.Why work with us?

You will be a key part of our mission to connect people and communities, helping nurture a safer and more understanding and tolerant world.

You will be offered the following terms:

|                          |  |
|--------------------------|--|
| <b>Hours of working:</b> | Part-time, 4 days per week (approx. 28 hours, 0.8 FTE based on a 35-hour week)   |
| <b>Contract:</b>         | 12 months fixed contract with a <b>3-month probationary period</b> with the view of extending duration.  |
| <b>Annual Salary:</b>    | <b>£21,767 - £23,660</b> pro rata (depending on experience)  |
| <b>Annual Holiday:</b>   | 22 days pro rata, + Bank Holidays.   |
| <b>Line Managed by:</b>  | Director of Finance and Operations.  |
| <b>Place of Work:</b>    | Liverpool based Movema office.   |
| <b>Flexibility:</b>      | A flexible approach to working hours is negotiable. A willingness and ability to travel is essential. We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs. |
| <b>Pension:</b>          | Statutory contributions 4% and you will be enrolled into the NEST pension scheme.  |



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## Other reasons:

- We welcome everyone and our ethos of inclusivity supports people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity through all we do, and pledge to treat all communities, staff, and stakeholders without prejudice. We commit to this by:
  - 1) Treating all people with respect, love and understanding. We have zero tolerance for racism and prejudice.
  - 2) Using our position and networks to serve our communities, we are advocates for change and work to reduce the inequalities experienced related to skin colour, race, sex, age, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership and disability.
  - 3) Create safe spaces where people can come together, to share, to listen and to heal.
  - 4) To recruit and develop a team that reflects the diverse communities we serve
- Attend all our classes and events for FREE

## 4.The role

The Administrator & Bookkeeper provides a comprehensive range of office administration, services and keeping finance records across the Movema team ensuring the efficient running of the organisation. This post will work closely with Movema's Executive team to ensure the smooth running of many aspects of the charity's business.



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## Job Description

### Main Roles and Responsibilities

#### Administration

- To manage the administration and management of bookings and sales, includes quotes, issues of contract to clients and freelancer.
- Being the first point of contact for enquiries in the office and responsible for effective office day to day operation.
- Devise and maintain appropriate office systems including manual and computer filing systems to ensure that the information held is relevant, up to date and accessible and in accordance with Movema's Data Protection Policies.
- Assist with Movema IT maintenance to ensure that staff have appropriate, optimally functioning IT hardware and software.
- Ensuring staff appraisals and supervision schedule is adhered to with Movema's HR software.
- Assist HR with recruitment administration, planning for interviews and contacting candidates at the various stages of the process.
- Assist in arranging induction for all new starters, to ensure that equipment, desk space etc. is in place for first day at work.
- Take minutes of the Board, Sub-Committees, and other meetings, producing and distributing them professionally and quickly within two weeks of meeting date.
- Assist the Executive team with the administration of other governance tasks such as filing Annual Returns to Companies House and the Charity Commission.
- Support the Board and Executive team in the appointment of new Trustees, administering correspondence and arranging interviews.

#### Project and activity support

- Maintaining the Monitoring & Evaluation system, creating quarterly and annual reports for the board, funders, annual report, and public dissemination.



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## Bookkeeping

- Assist in matching all invoices purchase sales orders, coding and entering them onto the accounting system (Quickbooks).
- Assist with staff and artist enquiries and disputes regarding invoices and payments.
- Debtors' management & assisting with credit control, chasing invoices.
- Assisting to produce quarterly, ad hoc financial reports and period end journal.
- Working with the team to prepare information for the annual audit.
- Working with the team to prepare financial information for funder evaluation reports.
- Assist with reconciling bank accounts, credit card and Paypal bank monthly against bank statement.
- Ensuring banking is undertaken on a regular basis at the branch.
- Support staff awareness of and compliance with Movema's financial procedures for claiming expenses, processing invoices, claiming petty cash/per diems etc.
- File invoices and receipts accordingly.

## Miscellaneous

- Adhere to the Movema Code of Conduct for staff.
- Undertake other duties as required commensurate with the level and nature of the role.
- A certain level of flexibility regarding availability outside normal working hours is required to attend events.
- Work within the context of Movema's Equality and Diversity and other policies, within delivery of service and treatment of visitors, artists, contractors, employees, and colleagues.
- Commitment to sustainability.



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## 5. Who should apply? (Person specification)

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Essential Criteria

- Excellent administrative skills with at least 3 years' experience within the field of administration and have experience working with exec team level.
- Able to communicate confidently both verbally and in writing.
- Able to present information clearly and concisely.
- Ability to work well in a team environment.
- Ability to work to deadlines and prioritise their own workload.
- Experience in working in Charitable organisation, familiar with policies and legality of the organisation needs.
- Advanced proficiency in all aspects of Microsoft Office Suite, Google drive and Dropbox.
- Knowledge and recent experience of using QuickBooks or similar finance software.
- Demonstrable experience of working in a similar administrator and bookkeeping role within a medium size company.
- High level of numeracy, literacy and IT literacy; excellent attention to detail.
- Confident, approachable and proactive with a good understanding of financial procedures and systems.
- A positive and flexible approach.
- A desire to support colleagues.
- An ability to work empathetically with individuals.
- Excellent at relationship building.

### Desirable, but not essential

- Enthusiasm for the arts, particularly world dance.
- People management.
- Current DBS check.
- Recent Health and Safety and Safeguarding Training.
- Demonstrable interest in world cultures and social equality.



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## 6. Making an application

The Job Description and Person Specification are included in this document. We invite candidates to apply with:

1. Cover letter – including how you believe you meet each of the essential (and desirable if appropriate) criteria.
2. Completed application form
3. Completed Equal opportunities

**Please download documents at:** Administrator and Bookkeeper - Movema

Movema are committed to providing accessible employment opportunities to all prospective candidates. It is important to us that we reduce the inequalities to employment in the arts and dance sector.

Should you wish to talk about the role or apply in a different format to what we have provided, please email, or call to discuss

As a disability confident employer, we will offer an interview to any candidate with a disability or long-term health condition, providing they meet the minimum criteria for the role.

Applicants who send their application form by email are also required to meet the closing deadline **30<sup>th</sup> Jan 2023, 5pm**

Email: [info@movema.co.uk](mailto:info@movema.co.uk)

Telephone: 07548 365 869

Post: Movema, The Bluecoat, 8 School Lane, Liverpool L1 3BX

If you would like support or have any queries regarding the format or submission of the application, please contact us on [info@movema.co.uk](mailto:info@movema.co.uk)



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## 7. Equality, Diversity, and Inclusion

Movema celebrates diversity and we welcome applications from all backgrounds to develop a diverse team to serve and reflects the communities we engage.

We particularly encourage applications from individuals who identify as being/from the:

- African Diaspora
- South Asian Diaspora
- East Asian Diaspora
- Southeast Asian diaspora
- Global majority - this includes but is not exclusive to people of Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.
- D/deaf and or disabled candidates
- Neuro-divergent candidates
- Candidates from working-class backgrounds
- LGBTQIA+ candidates
- Lived Experience of racism and/or other barriers that have prevented their ability to achieve their full career potential.

## 8. Important dates

|  |                              |
|--|------------------------------|
| <b>The closing date for receipt of applications</b>                          | <b>13th Feb 2023</b>         |
| <b>Shortlist send out by</b>   | <b>16th Feb 2023</b>         |
| <b>Interviews will be held in Liverpool in a wheelchair accessible venue</b> | <b>23rd or 24th Feb 2023</b> |
| <b>Post commencing</b>   | <b>7th March 2023</b>        |

All candidates selected for interview will be asked if they require any reasonable adjustments for their interview.



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