



**Admin & Finance Officer**



# recruitment pack

**DEADLINE\_ MON 16TH AUG\_9AM**



# Index\_

This Recruitment Pack for our Admin & Finance Officer includes:

- About GMAC Film
- Job Description & Person Specification
- How to Apply

GMAC Film is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

We would be particularly keen to encourage applicants from Black Minority and Ethnic backgrounds, LGBTQIA+, disabled people and other backgrounds currently under-represented within the organisation and screen industry.

We have a flexible working hours policy and will consider applications for alternative working models, including condensed hours, hybrid-working or job shares to accommodate a range of personal circumstances, and to ensure equality of opportunity for all.

Continuous professional development is actively encouraged and is supported by an annual allowance for paid training for each team member.

## **More Information**

For any questions relating to the vacancy or if you require the application pack in an alternative text format, please contact [opportunities@gmacfilm.com](mailto:opportunities@gmacfilm.com)

**Thank you for your interest in this position at GMAC Film**

---

# About GMAC Film

**GMAC Film believes that by removing barriers to participation it can contribute to the gradual and genuine increase in the equality, diversity and inclusivity of the screen and other creative sectors in Scotland.**

Established as a charity in 1982, GMAC Film is an open access media centre that delivers a creative and artistic programme for all people, regardless of age, background or income to acquire the skills, knowledge, resources and confidence to realise their ambitions in film and elsewhere in the creative sector.

Our growing programme spans across youth work, film education, training, film commissioning schemes, open access screening events, outreach work and office hire.

## **Our Mission**

The mission of GMAC Film is, as it has been for nearly 40 years, to promote equality of opportunity for all; inclusive of ethnicity, creed, sexual orientation, gender, age and disability – our target groups.

GMAC Film aims to tackle inequality of opportunity by working with people from communities currently under-represented in the arts. We work closely with a wide range of partners to ensure that our opportunities reach the people who need them most.

GMAC Film seeks to empower people of all ages and backgrounds to engage in projects free at the point of delivery so that low income is never a barrier to taking part, giving confidence, knowledge and ambition to those who become involved, allowing each voice to be heard.



# About GMAC Film

---

## Our Team

We are a passionate, driven and growing team, with a shared passion and commitment to creating an inclusive, diverse and ethical film sector in Scotland.

GMAC Film nurtures a collaborative, non-hierarchical, creative work culture where each person plays a crucial role in realising the ambitions of the organisation.

Career development is supported alongside the organisation's own development with regular training opportunities and support and review meetings, so each person is given the chance to thrive within their role.

## The Future

This is an exciting time to join GMAC Film, as we build on the new impetus behind our core strategy.

The last three years have seen a significant growth in GMAC Film, with regular support from Screen Scotland for our pathway and filmmaker programmes and an increase in revenue from all our major income streams — trusts and foundations, individual giving, and corporate support. We have most recently been awarded funding from The Robertson Trust until 2024 and very much look forward to building on this partnership.

The Covid-19 pandemic has enabled valuable time to work on strategy and develop our youth and filmmakers programmes. With support in place from various funding sources, the organisation is in a strong position to emerge from this period, with our 40th anniversary celebration planned for 2022 and exciting plans for the future ahead.





# job description\_

## intro\_

We are seeking a highly organised, ambitious and friendly individual to join our team as Admin and Finance Officer.

This is a new role and an exciting opportunity to play an active part in the next phase of our story.

The Admin and Finance Officer will provide robust administrative support to the GMAC Film team, ensuring the smooth and effective running of the key areas of the organisation and the implementation of policies and systems to support all GMAC Film activity.

You will be the first point of contact for staff and external contacts and help promote GMAC Film as a welcoming and inclusive organisation.

GMAC FILM is a growing organisation, dedicated to supporting ongoing staff development alongside the ambitions of the company so a passion for your work and the development of the company is also essential. Training will be given and there will be opportunity for promotion within the role.

## employment terms\_

- Salary: £ 20 - £ 23 K pa
- Hours: 35 hours per week
- Fixed Term: 12 months (extension subject to continuous funding)
- Normal place of work: 5th Floor Trongate 103, Glasgow, G1 5HD
- Period of Notice: 4 week notice period
- Pension: 3% employer pension contribution (Aviva Pensions)
- Annual Leave: 31 days a year inc public holidays with 1 additional day for each year of service (up to 3 additional days)
- GMAC Film operates a time off in lieu policy
- Flexible working and reasonable adjustments will be considered
- Training will be offered

This job description is a guide to the nature of the work required of the Admin and Finance Officer. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and Board of Trustees from time to time.

# main duties & responsibilities\_

## Office Admin

### **Proactively coordinate the administrative requirements of the Team to ensure the smooth running of the organisation**

- A first point of contact for general and room hire enquiries via phone, email and in person, providing advice and information, and signposting to relevant information or team members
- Support the preparation of agendas and draft papers in advance of Team and Board meetings and taking minutes
- Proactive diary management for the organisation and room bookings, including resolving conflicting meeting times and handling multiple requests
- Organisation and storage of physical and digital documents, creation, development and maintenance of filing and other office systems
- Responsible for the updating and development of administrative processes across GMAC Film in collaboration with the Management Team
- Organise travel and accommodation for the team when required

## Operations

### **Co-ordination of operational contacts such as office premises and utilities**

- Coordination of IT systems and processes, acting as a first point contact for staff and liaising with our external IT company and suppliers
- Coordination of the review and renewal of annual subscriptions, software and licenses
- Lead on relationships and ordering of office suppliers, including stationery and equipment
- Point of contact for building landlord, ensuring timely reporting of repairs or building issues
- Maintain the appearance of the office with assistance from the staff team and cleaner
- Support the Management Team with administrative tasks relating to the development of new products and services as required, including identifying opportunities for operational cost savings

## HR

### **Assist with the upkeep, review, development and compliance of organisational processes, policies, and procedures**

- Administration of staff onboarding and off boarding, supporting the line managers to ensure all HR processes are implemented and paperwork complete
- Draft letters and contracts on behalf of the Management Team
- Update and maintain records of staff training, learning and development
- Administration and scheduling of staff training
- Support the administration of child protection and safeguarding procedures

- Ensure adherence to all health and safety and GDPR requirements
- Support the development and review of the organisation's policies and procedures to comply with relevant legislation and ensure they are disseminated to the team
- Ensure that confidentiality is always maintained while working within the policies of the organisation

## **Finance**

### **Provide finance admin support and ensure the upkeep of finance system processing and procedures through the Sage One accounting system**

- Ensure the maintenance of current finance systems and processes across the team
- Preparation and issuing of sales invoices
- Assist with the management of debtors and creditors
- Post approved purchase invoices
- Liaise with utility suppliers and assist with supplier contracts
- Process expenses for the team
- Process and handling petty cash and card payments
- Bank cheques and cash
- Admin of paypal and other finance platforms
- Assist with bank reconciliation and other tasks as required

## **Fundraising**

### **Provide admin support towards the ongoing, successful development of GMAC Film's business and fundraising strategies**

- Support systems and processes for organisational monitoring, evaluation, and reporting, including data collection, collation, and analysis in preparation for reporting
- General admin support for funding applications and fundraising as required
- Support marketing campaigns of the organisation and ensure all external communications follow Brand Guidelines
- Admin of donations and sponsorship campaigns, ensuring communication and thanks to donors

## **Team Development & Collaboration**

### **Contribute to the annual strategic plan with the GMAC Film team to establish a shared creative vision and meet objectives and goals**

- Be a role model for GMAC Film's values both internally and externally
- Contribute effectively at all times as a member of the team, attending team meetings as required
- Provide ad-hoc support to the team in other areas of the business to help achieve workload demands and deadlines
- Opening and closing of GMAC Film

# knowledge, skills & abilities\_\_

## Essential:

- Relevant professional qualification (e.g. business management, secretarial studies) or equivalent experience
- Excellent organisational and administrative skills
- Experience developing and/or maintaining systems, processes, and procedures
- Excellent communication skills, both verbal and written
- Ability to work as part of a team with differing responsibilities and workloads
- Experience of working in a small team with limited resources
- High level of attention to detail
- Excellent customer relation skills, including professional telephone manner
- Strength in multitasking and responsive to change in challenging situations
- Ability to recognise problems in their infancy thereby preventing escalation
- Ability to plan own work, use initiative, and meet deadlines
- Excellent IT skills, including use of Microsoft Office packages
- Knowledge of policies relating to GDPR

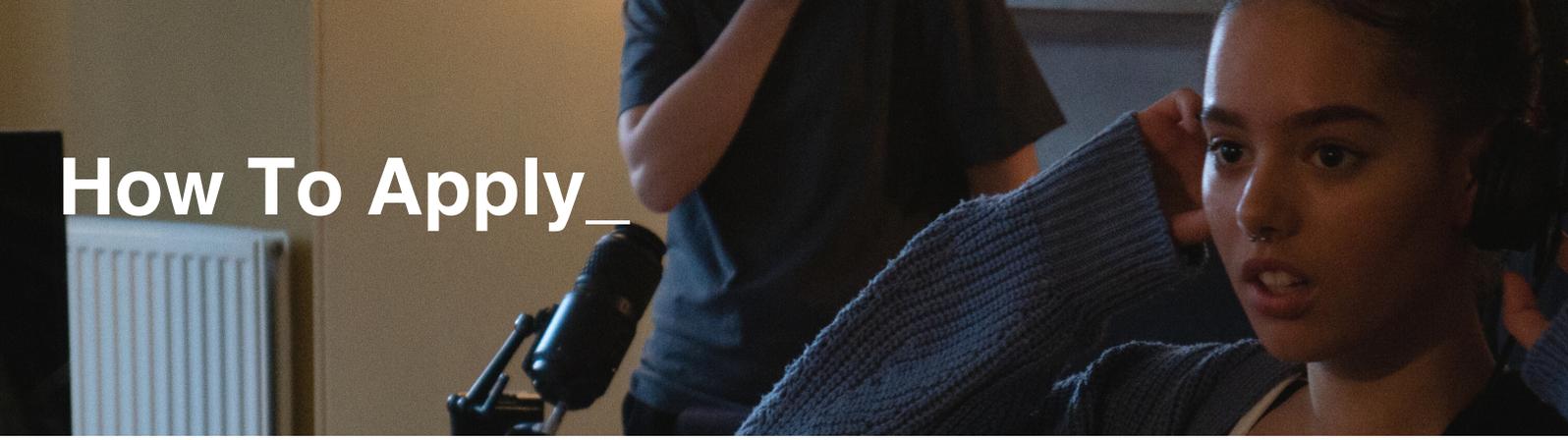
## Desirable:

- Experience using financial accounting software, e.g. SAGE, Xero
- Experience supporting and maintaining IT systems
- Experience of data collection, analysis, and dissemination to aid organisational monitoring and evaluation
- Experience of project monitoring and record keeping
- Experience of reporting to and working with directors or senior leaders

# behavioural competencies\_\_

## Essential

- A collaborative and flexible approach to working in a team
- A passion for delivering impactful services
- Reliability and honesty
- Tact, discretion, and respect for confidentiality
- Passion for film and storytelling
- Reflective approach to working
- An enthusiasm and commitment to learn and develop in the role
- A strong commitment to and understanding of diversity, equality, and inclusion
- An enthusiasm for GMAC Film and its objectives



# How To Apply\_\_

- Please send us a copy of your CV along with a cover letter stating your interest in this role and how you believe your skills fit the requirements listed in the job description.
- Please also complete the Equal Opportunities Monitoring Form, which is unattributed and will be separated from your application at the point of receipt.
- Submit your application by email to [opportunities@gmacfilm.com](mailto:opportunities@gmacfilm.com) with 'Admin & Finance Officer' as the subject line. Applications not titled correctly will not be processed.
- Please get in touch if you need to submit your application in another format for accessibility reasons.

## Deadlines & Submission\_\_

The application deadline is:

**Mon 16th Aug 2021\_9am**

Applications submitted after the deadline will not be considered.

We will respond to each applicant regarding the progress of your application but are unable to give individual feedback on applications.

All applications will be dealt with in confidence.

If you would like to discuss any aspects of the role or the organisation before applying, please get in touch.

## Interviews\_\_

Week Beginning 30th Aug 2021

## Commencement\_\_

Immediate Start

# GMAC FILM



[www.gmacfilm.com](http://www.gmacfilm.com)

GMAC Film is a company limited by guarantee with charitable status. Registered company no: SC155843.

Registered Scottish charity no: SC0025250