

## **FINANCE ASSISTANT**

Thank you for your interest in the post of **Finance Assistant** at the Manchester International Festival. Please find further information regarding this post below.

The closing date for applications is **19 February 2017, midnight**

Interviews are expected to take place **23<sup>rd</sup> March 2017**

All short-listed candidates will be contacted by phone or email. Please note – as we receive so many applications we regret that we are unable to reply to each one individually. If you have not been contacted by 30 March please assume that your application has not been successful.

To apply for this role, please complete the application form outlining your suitability for this (plus suitable references) FAO David Fox to [recruitment@mif.co.uk](mailto:recruitment@mif.co.uk) – marking **FINAS17** in the subject field

Thank you for your interest in the Manchester International Festival. We look forward to receiving your application.

Yours sincerely

David Fox  
**Head of Administration**

## BACKGROUND

**Manchester International Festival** (MIF) is the world's first festival of original, new work and special events and takes place biennially, in Manchester, UK. The Festival launched in 2007 as an artist-led, commissioning Festival presenting new works from across the spectrum of performing arts, visual arts and popular culture.

Some highlights of the first four Festivals include premieres of **Steve McQueen's** commemoration of fallen British soldiers, *Queen and Country*; **Damon Albarn, Jamie Hewlett** and **Chen Shi-Zheng's** Chinese opera *Monkey: Journey to the West*; group art event *Il Tempo del Postino* - featuring work by **Matthew Barney, Tacita Dean** and **Tino Sehgal**; **Zaha Hadid Architects'** new space for the music of **Bach**; **Björk's** three-week *Biophilia* residency; director **Robert Wilson's** *The Life and Death of Marina Abramović*, starring **Abramović, Willem Dafoe** and **Antony**; **The xx** performing in a hidden city centre space for audiences of just 60 and **Kenneth Branagh's** *Macbeth*.

In 2015 highlights included the Alice in Wonderland inspired *wonder.land* with music by **Damon Albarn**, book and lyrics by **Moira Buffini**, directed by **Rufus Norris**; and **contemporary-ballet** *Tree of Codes* a spellbinding collaboration between **Wayne McGregor, Olafur Eliasson** and **Jamie xx** that featured dancers for **Company Wayne McGregor** and **Paris Opera Ballet**; **Gerhard Richter** and **Arvo Pärt** dedicating work to each other for *Richter/Pärt* and **FKA twigs'** *Soundtrack 7* residency where audiences observed the artist's creative process at close quarters.

The Festival works with co-commissioning partners around the world to create and present new productions, partnerships which not only help make these new commissions possible but also extend the audiences and lifespan of the shows. **35** MIF shows have gone on to have a life outside the Festival, visiting Park Avenue Armory in New York, the Ruhrtriennale in Germany, the Abu Dhabi Music & Arts Festival, Brooklyn Academy of Music, the Festival d'Automne in Paris, Spoleto Festival dei 2Mondi in Italy and many more.

In addition to income from co-commissioners and ticket sales, MIF receives support from private sponsorship, individuals and trusts and foundations. This money is raised by building on the solid support MIF enjoys from Manchester City Council and Arts Council England, our principal public funders.

*'Few cultural events have established themselves with such clarity and self-confidence as the Manchester International Festival... MIF has quickly taught audiences to expect the unexpected.'*

**Peter Aspden, The Financial Times, July 2015**

## **JOB DESCRIPTION**

**Job title:** Finance Assistant MIF17

**Reporting to:** Head of Finance

**Duration:** 2 May 2017 to 29 September 2017

### **Main Purpose of the Post**

The Finance Assistant – Purchase Ledger is responsible for assisting the Head of Finance and the Finance Coordinator in smooth running of the Festival's finance operation. This is an extremely busy period for the Finance team in the lead up to, during and after the Festival when payments to artists and suppliers need to be processed extremely quickly and efficiently.

### **Responsibilities**

The main responsibilities of the role will be:

- Logging all purchase invoices and distributing to budget holders.
- Tracking the progress of purchase invoices through authorisation and payment processes.
- Creating new and maintaining the existing Creditors accounts in the accounting system (Sage).
- Preparing batches of authorised purchase invoices for import into Sage.
- Retrieving relevant invoices due for payment, based on Aged Creditors report and the invoice log.
- Regular reviews of supplier statements and reconciliations to Sage records and Aged Creditor reports.
- Assisting with artist and supplier payment runs (e.g. compiling lists of payees from Artifax).
- Keeping Artifax up-to-date regarding payments to contractors and performers.
- Maintaining the purchase invoices log and other relevant records up-to-date.
- Recording and tracing financial transactions on Sage as required.
- Preparing supplier information and reports from Sage and other sources, as and when required.
- Dealing effectively with telephone and other enquiries and taking messages.
- Keeping in order electronic and paper filing of finance documents (e.g. Purchase invoices; Aged Creditor listings; supplier statements).

- Providing information to other staff as required. Assisting with maintaining other logs of financial information, e.g. gift-aid donations, issued cash floats, self-employment forms and FEU information, as and when required.
- Assisting with checking expenses, visa credit card and petty cash claims and preparing them for import into the SAGE accounting system, as and when required.
- Assisting with preparation of payroll information and associated documentation, as and when required.
- General assistance to the Head of Finance and Finance Coordinator as and when required.

### **PERSON SPECIFICATION**

- Accurate with excellent attention to detail
- Numerate
- Experience of working in a busy finance department
- Excellent organisational and communication skills
- Familiarity with SAGE or other accountancy packages
- Excellent administrative skills including good IT skills particularly Excel
- Excellent customer-service skills
- Able to work under pressure accurately and efficiently
- Previous data entry experience
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Willingness to support the MIF's commitment to equal opportunities & sustainability

### **DESIRABLE**

- Interest in contemporary arts and culture

### **TERMS AND CONDITIONS**

Salary: £19,000 Per Annum Pro Rata

Contract: This contract will run from 2 May 2017 to 29 September 2017

Location: Central Manchester

Hours: 35 hours per week

Annual leave entitlement is 25 days a year pro rata plus public holidays  
*There will be a two month probationary period for this position.*