



**CAMBRIDGE  
LIVE**

**RECRUITMENT PACK INFORMATION**



October 2016

## Welcome to Cambridge Live

### 1. Background Information

#### About Cambridge Live

We are a charity set up to act as a catalyst for inspiring cultural experiences that everyone can be part of.

Our vision is for all Cambridge lives to be enriched by creative experiences.

We currently reach over 300,000 people each year who engage in our activities which include:

- Cambridge Corn Exchange: the largest regional arts venue with a max capacity of 1738 and annual performances of more than 220 events across many genres including rock, pop, comedy, dance, and more.
- The Guildhall public venue which currently host over 150 diverse events attracting 35,000 visitors through promotions and hires.
- Cambridge Folk Festival which celebrated its 50<sup>th</sup> birthday in 2014 with a capacity of 14,000 and over 250 performances, workshops and events over the weekend, widely acknowledged as a leading world folk festival.
- Cambridge City Events – a programme of free public and community events that reach over 60,000 people, funded by Cambridge City Council to include Midsummer Fair, The Big Weekend, Bonfire Night, Jazz and Brass in the Parks and the Mayor's Day Out.
- The e-Luminate Cambridge Festival – a week-long Festival of Light incorporating large scale installations and projections and ticketed talks and events.

To see more of how our customers enjoy the programme go to [www.cambridgelivetrust.co.uk](http://www.cambridgelivetrust.co.uk)

We have a staff team of 70 direct employees alongside a range of casual and agency workers, and a team of 11 trustees.

## 2. About the role

### FINANCE AND CONTRACTS ASSISTANT

#### JOB PURPOSE

To ensure the accurate and efficient processing of financial data on a day to day basis alongside the coordination and financial management of company contracts.

#### ABOUT THE JOB

The Finance and Contracts Assistant role is part of Cambridge Live's Finance section and offers key support to the department, ensuring that all finance data is processed in a secure and timely way. The role also leads on the administration and coordination of contracts for shows, events and conferences relating to Cambridge Live's portfolio of work.

**Contract type:** Permanent.

**Reports to:** Finance Manager

**Salary:** circa £20,000 - £24,000 (depending on experience)

**Terms & Conditions:** The post will attract 25 days holiday plus bank holidays pro rata. Standard terms and conditions will be commensurate for the sector. We also provide an 8% employer pension contribution.

**Location:** Primarily based in our offices at Parsons Court, Cambridge (next to the Cambridge Corn Exchange).

**Hours of work:** 37 hours per week with flexibility to work occasional evenings and weekends as requested. The organisation is happy to discuss flexible work arrangements to suit the position and the post-holder.

### 3. Job Description, Person Specification and Company Values

#### Aims and Outputs/Outcomes

	Aims	Outputs/Outcomes
1	<b>Financial Processing</b>  To maintain an efficient and accurate process/ processes for capturing finance related data  To ensure the accurate and efficient processing of financial data on a day to day basis in line with company procedures	<ol style="list-style-type: none"> <li>1. Secure, fast and efficient financial data processing</li> <li>2. Day to day processing and monitoring of income and expenditure including handling of supplier/customer invoicing, purchase orders, credit cards, direct debits, expense claims and petty cash</li> <li>3. Sound use of, and coordination of, systems for financial data processing including purchase order systems, accountancy software, internal processes, payroll, etc</li> </ol>
2	<b>Administration &amp; Contracts Management</b>  To lead on coordinating the issue and management of company contracts from a financial perspective  To develop Cambridge Live's approach to a paperless accounting office  To act as the main point of contact for all POR related queries	<ol style="list-style-type: none"> <li>1. All artist/event bookings and contractor relations are contracted securely and income &amp; expenditure processed accordingly</li> <li>2. Petty cash administration is managed effectively and securely</li> <li>3. A paperless accounting office developed and maintained, where possible</li> <li>4. Provision of month end assistance, supplier reconciliations, petty cash reconciliations, month end preparation work</li> </ol>
3	<b>Statutory and related obligations</b>  To ensure processes are operated in line with relevant legislation and best practice guidance	<ol style="list-style-type: none"> <li>1. Always up to date with legislative changes and training for the industry</li> <li>2. Full compliance with company policy and procedure</li> </ol>
4	<b>Communications and Relationship Management</b>	

	<p>To successfully collaborate with the wider Cambridge Live staff teams to build effective working relationships internally</p> <p>To develop Cambridge Live's Supplier/Customer/Banking relations</p>	<ol style="list-style-type: none"> <li>1. All staff adhere to the company's financial policies re: new supplier set up forms, new customer set up forms, customer invoice requests, petty cash requests, external settlement and event settlement processes, banking &amp; cashing up procedures.</li> <li>2. Policies are easily accessible to all staff, clear instruction is given and all staff have access to the necessary systems in order to complete these tasks without complication</li> <li>3. Flexibility shown to staff's needs and develops an excellent rapport with end users to ensure a smooth flow of information.</li> <li>4. Excellent customer/supplier relationships are developed and maintained</li> </ol>
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### Person Specification

Knowledge	Experience	Skills
<p>An excellent appreciation and understanding of financial data processing including online purchase order system</p> <p>Specialist knowledge in Culture &amp; the Arts (desirable)</p> <p>Knowledge of contracting</p> <p>AAT Part-Qualified or Industry specific experience</p> <p>A good level of Maths and English at least to GCSE standard</p>	<p>Project assistance and implementation</p> <p>Using accountancy software &amp; purchase order systems</p> <p>Working with industry professionals</p> <p>Working in a Festival environment (desirable)</p> <p>Box Office/ Event ticket sales (desirable)</p> <p>Working with relevant stakeholders</p> <p>Contract management</p> <p>Working in a charitable organization (desirable)</p> <p>Working with a wide range of people and in a team environment</p>	<p>Excellent IT literacy (esp. Word, Excel)</p> <p>Exchequer software use (desirable)</p> <p>Excellent communication and influencing skills esp. verbal and written</p> <p>Problem solving</p> <p>Interpersonal skills such as building rapport, motivating others and listening</p> <p>Proactive and forward thinking</p> <p>A strong team player</p>

<p>Awareness of Equal Opportunities &amp; Diversity</p> <p>Data Protection legislation</p>	<p>Successfully working to targets and deadlines</p>	<p>Flexible and adaptable</p> <p>A customer-centered attitude</p> <p>Outcome focused</p> <p>Demonstrates a personal responsibility for delivering excellent service</p>
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## **Key Values required for the role**

Cambridge Live has an agreed set of values, set by the staff, for how we expect each other to behave within the organization. Any new employee will be expected to demonstrate their commitment to these values using examples like those suggested below.

### **Fresh Thinking**

- Fresh and dynamic thinking
- Creating opportunities for excellence and growth
- A proactive approach
- Coming up with ideas to pull together as a team to pull the community together

### **Collaboration**

- Listen and take on board
- Collaborate and consult
- Work for the good of Cambridge Live as a whole
- Give collective credit
- Pull together as a winning team

### **Inclusivity**

- Ensure diversity to achieve Cambridge Live's goals
- Encourage everyone to get on board with ideas and projects
- Be inclusive with staff, customers and community

### **Zing**

- To do things in new, imaginative ways
- Create and deliver extraordinary cultural experiences
- Be the best and have high ambitions
- Creative energy
- Be a driving force in shaping the Cambridge cultural scene



## 5. How to Apply

All applicants should apply by submitting a CV and cover letter. Please ensure that the application demonstrates why you think you are a suitable candidate, addressing all information contained in the **person specification**. Please also ensure that your CV documents all training, qualifications and relevant experience. Please make clear your preferred contact method on your application.

CVs and cover letter should be sent to [join-us@cambridgelivetrust.co.uk](mailto:join-us@cambridgelivetrust.co.uk) with the subject heading: **Finance and Contracts Assistant Application**

Informal enquiries about the role may be made to the Operations Director:  
[neil.jones@cambridgelivetrust.co.uk](mailto:neil.jones@cambridgelivetrust.co.uk).

The deadline for the receipt of applications Friday 16 June

**Interviews will take place on Friday 7 July 2017 at the Cambridge Corn Exchange.**

Proof of the right to work in the UK will be required.

References will be checked prior to employment.

### Data Protection notice

Cambridge Live complies with the Data Protection Act 1998 under the control of its Confidentiality and Data Protection Policy. Your information will be stored confidentially and only be used for the purposes of selection and recruitment for the role. Your information will not be transferred outside the organisation.

### Equal Opportunities Employer

Cambridge Live is an Equal Opportunities Employer which means that all applications will be judged on the candidate's individual merit and abilities in relation to the job description for the role and no applicant will be unfairly discriminated against on the basis of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Thank you for your interest.