

**Adverse Camber Cultural Recovery Fund Project
Finance and Administration Role**



Role Purpose

- To initiate and implement new accounting software (QuickBooks) for Adverse Camber’s 2021-22 financial year, including project budgets and provision of management reports, working with Adverse Camber’s accountants, Board and team
- To run the new system in parallel with current system, handing over new system to team by 30 June, 2021

Operational Responsibilities

FINANCE

- To work with Adverse Camber Producer, Board Chair Nick Cutts and accountants to create a new, QuickBooks based financial accounting system, to ensure efficient financial management and accounts for 2021-22 financial year
- To create management reports which ensure accurate reporting and good governance by Board Directors/Trustees
- To transfer existing financial data into new system
- To administer invoices and payments, and provide reports using both current and new systems in parallel until new system is in place

ADMIN

- To provide training on new system and reporting to current staff to ensure smooth handover at the conclusion of the contract
- To support changeover including any administration of director paperwork for anti money laundering compliance
- To provide general admin support to team members alongside delivery of the contract
- Contribute to evaluation of this role and wider company procedures as part of forward planning for the company

Person Specification

Essential	Desirable
Experience	
Experience setting up financial and reporting systems and associated software	Previous administrative experience in arts
Administrative experience and track record	
Knowledge	

Knowledge of accounting and financial procedures, and financial regulations as applicable to arts company and charity	Interest in gaining an understanding of arts company practice
Advanced knowledge of MS Excel	
Knowledge of administrative tools	
Skills	
Excellent communication skills – verbal and written	
Proficient in Microsoft Office, Word, Excel and Outlook plus good literacy and numeracy	
Personal Qualities	
Able to use own initiative as well as work within provided guidelines	
Self-starter, methodical, able to meet deadlines and manage own time effectively	
Access to computer, printer and telephone	
Strong ethics, including capacity for handling confidential data	
Equalities	
Understanding and commitment to equal opportunities, diversity and access	

Role/Fees

This self-employed role is based on 8 days a month at £150 per day for two months (May/June) but offered on a job done basis for total fee of £2,400, inclusive of all materials and resources. Time needs to be worked flexibly. You will be responsible for your own tax and national insurance.

Place of work

Expectation of working from home or own office, providing all equipment required, such as computer, printer, broadband connection and telephone within the stated fee.

Contract

The appointment will start from 4 May and complete on or before 5 July, 2021.

Equality and Diversity

We are committed to increasing the diversity of our workforce. We believe that inviting and supporting applications from people with a diverse range of backgrounds, identities and life experiences strengthens the work that we do. We particularly welcome applications from Black people, people of colour and disabled people who are currently under-represented in our team. If there is anything about this recruitment process or the way we've promoted this opportunity that has created barriers to you applying, please let us know. We will do our best to support you and improve how we do things in the future.

More about Adverse Camber:

Adverse Camber (AC) is an independent production company based in UNESCO World Heritage Derwent Valley, Derbyshire, and a passionate champion of live storytelling and music. A limited company since 2009, Adverse Camber works with UK based and international artists, creating community and enhancing meaning-making with adults and young people through creative projects, research and touring. We value the rich diversity and imaginative power of oral stories, myths and legends from global cultures, and the music and stories of today.

Adverse Camber's current projects highlight keen issues of our time – human futures in the light of climate change, reframing Black history through West African epic, exploring women's stories and gender roles and supporting young people in care and care leavers to create new stories and music inspired by their own experiences and history. Recurring themes of identity, community and relationships to landscape, culture and ecology are resonant across our work. Stories are a powerful tool through which we navigate our worlds, share our experiences and connect with each other.

Current Context:

Adverse Camber has remained open throughout the pandemic, with two core team members working remotely from home, plus projects delivering engagement activity with children and young people in care across Derbyshire and storytelling productions moving online.

A modest Cultural Recovery Fund grant, from April to June, 2021, is supporting the company to increase its production capacity, to initiate new relationships with programmers, artists and strengthen cultural engagement activity from Autumn 2021.

The company is currently applying for Charitable Status.

How to apply

Please send a short letter of application detailing how you meet the person specification, with an accompanying CV, including the names of two referees to jenny@adversecamber.org

Your application should arrive no later than 5pm on **Weds 28 April, 2021**

Interviews will be held online on **Friday 30 April, 2021.**

Adverse Camber productions, The Old Loom Shop, Cromford Mill, Mill Lane,
Cromford, DE4 3RQ Tel: 01629 825108

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