

balletLORENT – General Manager Person Specification

Essential criteria

- Highly skilled with professional experience relevant to the post.
- Experience of financial management including sizeable budgets, cash flow forecasts and management accounts.
- Strong Microsoft Office skills
- Experience in writing and maintaining HR policies.
- Experience in negotiating and developing contracts.
- Strong writing skills and evidence of report writing.
- Experienced in policies and procedures relevant to a company of balletLORENT's size and status as an Arts Council of England Band 2 National Portfolio Organisation .
- Exceptional attention to detail and accuracy.
- Exceptional verbal and written communications skills.
- Experience of building relationships on different levels, with a natural ability to build new and develop and manage existing relationships with key stakeholders.
- A team player who openly communicates about your work and looks for opportunities to maximise integrated working.
- An ability to be proactive and use own initiative to meet deadlines and exceed expectations.
- An ability to multi-task.
- An organised and professional approach to your work.

Desirable

- People management and human resource skills.
- Experience of XERO
- A genuine passion for the arts.
- Experience of charity governance.
- The ability and willingness to work evenings and occasional weekends