

**Post:** General Manager (New Post)  
**Salary:** £30,000-£32,000 (Full-time)  
**Responsible to:** Executive Producer

**Job Role**

The General Manager is responsible for the efficient running of the company's financial and human resources and implementation of excellent organisational policies and processes and deputise for the Producer in their absence.

**Key Responsibilities and Duties will include:****Financial Management**

- All financial management to be prudently achieved at all times.
- Prepare quarterly management accounts and cash flow forecasts for the Board of Trustees and for Funders when required.
- Support the Executive Producer in preparation of budgets
- Collate, raise, code purchase and sales invoices and file for bookkeeper.
- Raise invoices for payment of freelance dance artists.
- Calculate per-diem payments and raise documentation for signature of receipt.
- Ensure the company's procurement policy is achieved for purchases above £500
- Bank cheques and cash income.
- Undertake monthly finance updates with the Executive Producer and Artist Director & CEO.

**HR**

- Issue, review, monitor and update all company contracts with its employed and freelance staff in accordance with legal requirements and industry bodies for freelance artists and technicians, collaborators and other.
- Manage recruitment and appointment processes.
- Provide accountants with monthly payroll updates.
- Ensure company Staff Handbook, Governance Manual, HR and management policies are up to date, with appropriate consultation, ensuring legal requirements and best practice is achieved.
- Review, monitor and update the company's annual Appraisal system.

**Administration**

- Collate quarterly Board Papers and disseminate to the Trustees with the support of the Executive Producer.
- Ensure all company policies are up to date including, but not limited to: Equal Opportunities, Safeguarding, Health and Safety and Data Protection.

- Collate evidence of all projects and lead on annual company and Arts Council of England end of year reports.
- To lead on the company's environmental policy and report to Julies Bicycle annually.
- Obtain and disseminate child performance licences in line with procedures enforced by national and local authorities.
- Organise Visas and inoculations for international touring when required
- Book all travel and accommodation for the touring company including community casts, chaperones and for core, and record information.
- Ensure all necessary insurances are up to date and any conditions satisfied.
- Review, monitor and update, with appropriate consultation, the company's Risk Register and fire and safety regulations.
- Management of office systems and resources, including the company's IT.
- Manage office and storage related requirements including revised contracts and utilities.

### **Fundraising**

- Support the Freelance Fundraiser and Senior Management with fundraising, including some application drafting and responding to financial information.
- Collate evidence of projects and lead on reporting to Trusts and Foundations.
- Acting as ambassador for the company at appropriate performances and events attended on behalf of the Company.

### **Other**

- Any other duties relevant to the post, as required by the Executive Producer and Artistic Director & CEO.