

Job Description:	Finance and Monitoring Coordinator
What we do:	We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create, and work.
What you'll do:	You'll support the Finance Manager to keep ledgers accurate and up to date – posting purchase and sales invoices, reconciling control accounts, preparing payment runs, managing expenses and collating payroll inputs. You'll also support our Monitoring Manager coordinating all aspects of monitoring and evaluation, keeping data current, files accurate and evidence organised for on-time funder claims. You'll act as the first line for routine finance and monitoring queries and will support with the administration of the NEPF.
Who you'll report to:	Finance Manager
Who you'll manage:	No direct reports.

Key Tasks, could include:

Finance

- Being the first point of contact for your team and the Production Fund, identifying appropriate next steps.
- Accounts Payable: Set up suppliers, check coding and approvals, post invoices, prepare payment runs and resolve queries.
- Accounts Receivable: Raise invoices from contracts and funder agreements. Follow up outstanding balances.

- Bank & Control Accounts: Post bank transactions daily and perform reconciliations of control accounts (e.g. bank, trade creditors, trade debtors etc.)
- Expenses & Credit Cards: Collate staff expense claims and credit card statements
- Payroll: Gather monthly changes and input data for Manager approval
- Grant claims: Align financial data and populate claim form with the relevant financial information

North East Production Fund (NEPF)

- Administration: Support the Finance Manager and Operations Director by recording applications, organising meetings, providing the panel with information.
- Reviews: Ensure reviews are conducted as appropriate.
- Governance and Assurance: ensure funder requirements are met, and files are audit-ready.

Monitoring & Evaluation

- Data capture & quality: Collect, collate and record quantitative and qualitative data outputs across all projects. Ensure data accuracy and maintain accurate and effective internal systems to record and collect data by reviewing, amending and liaising with teams.
- Systems & calendars: maintain effective internal monitoring systems and the organisation-wide monitoring calendar so deadlines, owners and evidence are clear.
- Funder claims & reporting: Compile evidence packs and output data for funder claims and returns coordinating with delivery teams and finance.
- Communications support: Share accurate monitoring information and case-study inputs with Marketing & Communications.
- Equality, Diversity and Inclusion: Responsible for collecting and collating all EDI information across the organisation's initiatives and events.
- Project Eligibility: Support our internal teams to establish client and project eligibility.
- Team Meetings: coordinate diaries and maintain accurate minutes.
- Ensuring adherence to GDPR protocols.

Additional responsibilities

- Help to maintain delivery partnerships at a regional, national, and international level.
- Corporate responsibilities including working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to North East Screen's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- The post holder must also be available to work outside of office hours when required and support with some out of hours digital support.

Experience and skills you'll bring to the role

- Good organisational skills, with proven ability to proactively solve problems, manage complex tasks.
- Experience of systems and processes.
- Demonstrable accuracy and attention to detail
- Experience in Excel, MS 365, and CRM interrogation.
- Experience of Xero accounting system would be beneficial.
- Experience of regular reporting of quantitative outputs.
- Experience providing project administration.
- Experience of using digital communication platforms.
- Ability to present ideas in different forms to different audiences.
- An awareness of public sector grants provision and administration.

Competencies

- Ability to manage multiple tasks and prioritise workflow.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Good knowledge of MS Office tools including Excel, Word, and Outlook.
- Accuracy and attention to detail when recording and collating data and information.
- Excellent administrative and organisational skills with a good track record in filing and file management.

- Keenness to strive for best practise and continuous improvement.
- Clear, articulate communication skills both oral and written.
- Numerically literate.
- Commercially aware.
- Forward planner and have a solution-based focus.
- A team player who can work on own initiative.
- An ability to build strong working relationships with people at all levels.
- Understanding of equalities, diversity, and inclusion.

Qualifications

- Minimum GSCE grade 4 / C Maths and English.

Health & Safety

- Ensure compliance with organisations Health & Safety policies, procedures, and good practices.
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability.

Due to the changing nature of our business, this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.