



Bookkeeper

Contract for Services

Information Pack

CONTENTS

Service Description
Application Procedure
About Live & Local

www.liveandlocal.org.uk

Service Description

Role: The Service Provider will be responsible for the billing of customers, processing of customer receipts, account management and credit control, payment of supplier bills, processing of employee payroll, VAT payments and monthly bank reconciliations and generation of reports. The role includes maintaining accurate, well-organised and up to date QuickBooks and paper records in line with our Financial Procedures policy.

Contract monitoring: Company Administrator;

Indicative hours: 7 hours/week average across the year. The Service level requires weekly running of the bookkeeping processes with agreed gaps for service provider's holidays;

Site, security and IT: All aspects of the Service should be carried out at the contractor's offices in Pageant House, 2 Jury St, Warwick using contractors IT equipment. No paperwork or files should leave the premises.

Key Responsibilities

Customer Invoicing and Receipting (Sales)

- Input returns from events into management database and prepare invoice release forms;
- Chase late returns as required;
- Record sales, coding to appropriate accounts when invoice release is authorised;
- Bill all customers on a timely basis, filing copies as per documented procedures;
- Record customer payments and prepare weekly banking;
- Issue customer statements on a monthly basis.

Supplier Payments and Expenses (Purchases)

- Record supplier invoices and payments , coding to appropriate accounts;
- Ensure all supplier bills are appropriately authorised for payment;
- Ensuring that adequate funds are available for paying supplier bills in relevant account;
- Collate supplier invoices into weekly and monthly payment runs and process payments when authorised;
- Record petty cash vouchers, coding to appropriate accounts.

Debt Collection/Credit Control

- Report to Company Administrator on a monthly basis as regards overdue accounts;
- Ensure account statements are sent to all clients with an outstanding balance at least once a month;
- Chase up overdue accounts via phone, letter and email;
- Document credit control in a manner that can be readily accessed and viewed by Company Administrator.

Reconciliations of Key Accounts

- Reconcile all bank (x2) accounts on a monthly basis;
- Reconcile Petty Cash account on a monthly basis.

Processing of Payroll

- Process employee payroll, paying electronically into employee accounts;
- Distribute pay advice to employees;
- Reconcile and make monthly PAYE payments (now automatic);
- Process end-of-year payroll with assistance if required.

Budgets and Financial Statements

- Make end-of-month journals as required;
- Prepare draft monthly financial statements and email to Company Administrator;
- Provide additional reports to budget holders as required.

Quarterly Business Activity Statement

- Ensure all processes and filing is up to date in time for preparation of quarterly Management Accounts.

Bookkeeper Qualifications/Attributes

Essential

- Minimum 1 year experience of bookkeeping for equivalent or similar scale organisation(s);
- Experience using accounting software similar to QuickBooks;
- Self-directed, methodical, organised, accurate and reliable;
- Good telephone manner.

Desirable

- An accounts/bookkeeping qualification is advantageous but not a pre-requisite;
- Experience using QuickBooks accounting software;
- Experience of processing payroll transactions;
- Experience of VAT processes and returns.

Terms and Conditions

Period and Frequency

This Contract is offered as a Contract for Services as a **one year contract** in the first instance.

- Indicative time commitment is 7 hours/week average across the year.
- The Service requires weekly running of the bookkeeping processes with agreed gaps for service provider's holidays.

Fee(s)

- Contract fee of £4,000. To be paid in equal instalments monthly in arrears on receipt of invoice.

Other

- Termination of the contract would be one month on either side;
- Office based in Warwick on the second floor (no lift);
- The contract will include appropriate non-disclosure and confidentiality clauses;
- The contract cannot be sub-contracted to a third party;
- The contract holder should carry appropriate insurance covers in relation to the contract.

Application Procedure

Applications will be processed on an ongoing basis till we have awarded the contract.

Ultimately we can only accept applications for carrying out this Contract via our online form, however feel free to contact John Laidlaw for exploratory conversation or for further information.

john@liveandlocal.org.uk or (01926) 402173

The online application form is available at www.liveandlocal.org.uk under the jobs menu item.

Please provide names of two referees with your application. Their details should include name, organisation, email address, telephone number and their relationship to you.

The anticipated start date for the Service will be **in the week commencing 1st October 2014.**

About Live & Local Ltd

Mission: Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principle activity is the support of a high quality performance programme in partnership with voluntary organisations – the community touring scheme (CTS) - under the banner 'Surprising shows in surprising places'.

We run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders:

- Big Picture Show cinema network (BPS);
- An artist development programme (DART);
- Rural Artworks - Arts led community cohesion projects (RAW).

The CTS and BPS network comprises over 180 voluntary organisations across Derbyshire, Warwickshire, Staffordshire and Worcestershire where professional shows or film screenings are chosen and promoted by local people for their own community. It is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

The live performance scheme in Worcestershire is branded 'Shindig'; in the other Counties it is branded 'Live & Local' and programmes approximately 290 professional performances per year. The cinema network is branded Big Picture Show. The artist's development initiative is branded DART (Developing artists for rural touring)

The scheme started in 1987 in Warwickshire, originally managed by the Arts Development Office of the County Council. It subsequently formed as an unincorporated organisation in July 1992 and incorporated as a Company limited by guarantee in August 1994.

Current Financial Profile

Live & Local is funded by a mix of local, regional and national statutory bodies. We are currently a National Portfolio Organisation (NPO) of the Arts Council England (ACE) funded through to 2018.

We are currently also funded by four County Councils and 23 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with the local authorities.

We also raise income from the box office from the touring scheme and local contributions to specific projects. We also run a Friends Scheme.

Other Projects Information

Information about our other activities is available on our websites.

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

Staffing & Governance

Live & Local is a Company Limited by Guarantee with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities. It is not a Charity.

The organisation employs a full-time Director, Marketing Officer and Marketing Assistant, a part-time Business Development Manager (new role as of April 2014) and two Fieldworkers, one for Derbyshire and Staffordshire and the other for Warwickshire and Worcestershire. The majority of staff members are based in the Warwick office, apart from the Fieldworker (Derbyshire) who works from home. The company also occasionally contracts fieldworkers and freelancers for projects and for technical support at events. We currently use a freelance bookkeeper.

Office, IT and Storage

The company is based in Warwick in a 2nd floor (no lift) office suite on a lease from Warwick District Council.

- The office has a networked seven PC computer system, colour and black and white printing and a digital photocopier/scanner (i.e. linked to the computer network).
- The software packages include Windows XP, MS Office Professional XP (Word, Outlook, Excel, Access), DTP (Publisher) and Photoshop. We use Contribute to maintain our website;
- The financial package is QuickBooks 2013 with QuickBooks payroll;
- The performance scheme and mailing lists are managed by an in-house designed relational database program (on MS Access and SQL Server);
- We use the VSMail bulk emailing solution to manage our email lists (soon to be changed to Survey Monkey);
- Live & Local also has a high quality digital camera and digital video camera;
- We own two sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens and digital projectors;
- We also own a 50' x 30' traditional; two pole marquee tent and some portable staging.

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which represents a number of mainly rural touring schemes and arts development agencies, principally across England. The NRTF aims to encourage the touring of high quality professional arts performances and events to rural communities and meet the needs of the member schemes.

<http://www.nrtf.org.uk>

Forty touring schemes are currently members of the NRTF and form a nationwide network of over 1,500 promoters. While the members of the NRTF reach many parts of the country, the NRTF itself is a small organisation funded through membership fees. It is also currently an RFO (Regularly Funded Organisation) of the Arts Council, England.

There is a national conference once a year and as the members are from rural areas this usually occurs in particularly pleasant surroundings! The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities.

“I like being part of bringing professional theatre into a small community and putting a bit of heart into the place“ Local Promoter

“People surprise themselves by coming to things they wouldn't normally dream of coming to!” Local Promoter

“Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved” Live & Local Audience

“Unusual and varied range of events held in warm friendly venues and reasonable prices“ Live & Local Audience

“Brilliant event! Live and Local continues to offer superb entertainment”

“The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local” Horse + Bamboo

“Anyone who can get over a hundred people into a village hall venue is alright by us!” Inner State

“You guys rock!” Weird Sisters