

ShootMedia

JOB TITLE	Office Manager (Part Time)
LOCATION	Walthamstow, London
REPORTS TO	Managing Director
SALARY	Competitive
LEVEL	Mid to senior level, experienced administrator sought.

JOB PURPOSE & SCOPE

Over the last few years ShootMedia has grown into a unique organisation offering video-led content marketing and single-commission films which integrate with and enhance the existing marketing activities of our clients.

The focus is on producing authentic, relevant content, which is trusted by audiences and always has our storytelling and filmmaking heritage at its core.

We work with some of the most influential brands and branding agencies in the world. Our films have won international accolades, ranging from Cannes Lions, LIA, and British Arrows awards, to recognition from the British Film Institute (BFI), who have chosen to intern several of our productions in the National Archive as examples of culturally relevant online content.

This role is a supporting position within the company - helping to keep the various systems of the business, the team and our work moving each week. Helping the accounts and creative team to function to their best.

The role works on projects from the early concept stages through to final delivery. Our team have a strong sense of their creative ideas, and the technical requirements needed to deliver their projects.

Although this role requires a hands on approach, as part of a small team delivering on a weekly basis, there will also be some larger, more complex business development projects under way at any one time, which you'll help to shape and deliver.

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PRINCIPAL ACCOUNTABILITIES

HR

- Maintain & build relationships and our contact details with client services & operational freelancers
- Work with line managers regards job specs, requirements and interview processes and tasks
- Support the MD and line managers with monthly & quarterly management objectives and reporting, by recording and pulling data from the various business cloud systems.
- Maintaining & improving onboarding processes and information packs for new starters
- Ensure HR profiles of staff are complete, and relevant info is sent to the bookkeeper to set up team on payroll changes.
- Liaising with our external HR consultant to ensure all relevant paperwork and information is collated from team members and up to date.
- Ensure all relevant documents, templates and processes are in place for probation reviews, annual reviews etc and ensure all line managers are trained in how to use them.
- Company culture - help the MD organise monthly assembly, away days, project reviews

Business Operations

- Keeping all legal documentation & supplier contracts including the following are updated & kept within budget: Phone / internet contracts, Lease agreements are current.
- Make sure all company meetings (management, technical, monthly meetings etc are scheduled and that relevant people are invited)
- Attending sales accounting meeting - ensuring correct information is flowing between sales team, bookkeeper, and any management accountants.
- Ensuring the office is well stocked with the necessary stationery and supplies and our relations with the building service team are in good order.
- When working in the studio, being the first port of call for all visitors to the office, alongside taking and screening incoming phone calls, taking messages.

Project Management

- Monitoring and flagging and contributing to the smooth trafficking of work through the studio on a weekly basis. Recognising / resolving any clashes before they arrive, ensuring projects have adequate time allocated by line managers, helping ensure the team are efficiently utilised, booking and bringing in freelancers when necessary.
- Monitor workflows & processes - Ensuring Asana templates are up to date and being used.
- Ensuring all company and project documentation and templates are accurate and the filing is correct and accessible to everyone. Keeping google drive in an orderly fashion.
- Accountable for training all relevant staff on budget creation and management

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- Accountable for ensuring all staff are using budget templates and project forecasting tools effectively
- Ensuring job numbers are created and used correctly by bookkeeper and accounts team
- Ensuring all team members are using our tools and systems accurately (Asana, Google Calendar)

Finance

- Keeping across invoicing to clients, flagging outstanding invoices to Account Managers and the MD. Ensuring all supplier costs are predicted and supplier invoices and purchases are in ReceiptBank and in Xero correctly.
- Manage Petty Cash
- Reconcile Petty Cash
- Send any updates to BookKeeper for payroll each month
- Project Finances - Ensure project budgets meet 55-65% GM (this is likely to change, and dependent on monthly management accounts)
- Pensions - Oversee pension contributions (input by bookkeeper)
- Sales - Reconcile sales vs actuals each month
- Cashflow - Assist MD and Bookkeeper with the upkeep of the cashflow spreadsheets / cloud system. Ensuring the cashflow is up to date & reconciled weekly
- Management Accounts - Assist Bookkeeper / Management Accountant with end of month reports
- Assist bookkeeper and our Accountants with EOY filing

PERSONAL ATTRIBUTES

- Being a team player – encouraging success by facilitating the whole team's performance
- You should understand that project work is sometimes unpredictable and requires flexibility and a willingness (within acceptable limits) to work as required to get the job done
- Good stakeholder management skills, previously proven within a demanding environment
- Excellent negotiation skills and the proven ability to manage relationships and adopt an assertive approach where necessary
- Excellent written and verbal communication skills
- Demonstrates familiarity with the challenges associated with driving process/business change, its aims and objectives and to be mindful of these when undertaking own accountabilities
- Organised, calm under pressure You will be a 'can do' person, somebody who sees challenges instead of problems
- Persistent, tenacious and results oriented.
- Is comfortable juggling multiple responsibilities
- Is a confident communicator, able to be forthright and to disagree or deliver bad news in a way that remains constructive and helpful as opposed to argumentative or aggressive

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- Enjoys dealing with the 'ups and downs' of the inevitable demands of clients
- Enjoys taking ownership and accountability

CAPABILITIES

- Familiar with apple / linux based computers
- Use of googledocs, spreadsheets.
- Experience handling and managing money through a business.
- Marketing agency experience and familiar with creative production services including video

BENEFITS

- Hours: 1 day per week to start. Can be split across two half days if required / preferred. Role could grow with extra requirement during busy times, and more days per week in the future as the company grows.
- Hours to suit (e.g. around school run etc). To be discussed.
- Some home working possible. To be discussed.
- Offices are a brand new, already award winning, redeveloped co-working environment for the creative industries - [Creative Works](#). 2 mins walk from Blackhorse tube station, 20 minutes from Oxford circus. All tea and coffee provided, some free food, tickets for gigs here in the building's event space (sofar sounds), social events. Working alongside, and with, a selection of other small, creative businesses in a vibrant space.
- Regular team social events.
- Statutory pension.
- Statutory holiday. Additional days awarded with each year worked.
- Salary - competitive, depends on experience. Mid to senior level candidates sought.