

Finance and Operations Coordinator

Part-time (3 days a week)

Salary according to skills and experience

Hybrid working (Office-based on Wednesdays)

Role Purpose

This role supports both the Finance and Operational activities of all teams at LumoTV.

The coordinator reports to the Deputy Chief Executive.

Key responsibilities:

- Support the Finance Officer with the following financial processes (this list is not exhaustive and can be subject to change)
 - Process payment lists, invoices and expense claims.
 - Liaise with the budget holders on tracking financial expenditure in payment grids.
 - Keeping accurate records for all daily transactions and allocating expenditure across different areas in line with the management accounts.
- Provides support to the PA to the SMT and Trustees with booking ad-hoc and regular sign language interpreters.
- Coordinates the following processes in the Commissioning team
 - Maintaining and issuing LumoTV production paperwork and guidelines
 - Setting up meetings with production companies and other external parties
 - Commissioning round meetings and interviews
- Coordinates the following processes in the Communications and Distribution team
 - Organise and book British Sign Language (BSL) translations for communications
 - Recruitment communications
 - Transcription of BSL content for the Deafblind community
 - Sending out & file Small Projects Contracts
- Support the whole team with any IT set up and operational requests at events and meetings.



Employees are also required to comply with all LumoTV policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

Person specification

Essential

- At least 4 years' experience in a finance and/or IT role.
- Outstanding and strong organising and administrative skills, with the ability to prioritise and multi-task.
- A high level of attention to detail
- Has a good and high understanding of numbers
- Advanced Excel skills
- Good strong IT skills
- Ability to write accurately and clearly in English
- Good communication and team-working skills, with the ability to build and maintain both internal and external contacts and relationships
- A BSL user or, if not, a willingness to learn BSL
- An interest in LumoTV programmes

Desirable:

- Experience of living or working in the deaf community
- Experience of working in the TV, film or arts sectors

This is a description of the job as it is presently constituted. It is the practice of LumoTV to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.