

APPLICATION PACK – FACILITIES COORDINATOR & ACCOUNTS ASSISTANT

Thank you for your interest in this role. You will find details about the role, the organisation and the person specification in the following pages. Before you submit your application, please read the information included here.

1. APPLICATION PROCESS

Please **complete the attached application form** and **email it with your CV** as a PDF or Word Document file to job@casarotto.co.uk to apply.

The application form will ask for the following things:

- Your personal contact information.
- Any work permit details.
- Some equal opportunities data (optional).
- Your responses to 2 questions.

The 3 questions for this role will be:

1. Why are you suited to this role? Please let us know why you feel you, both as a person and in terms of your life experience, are particularly suited to the role (500 words max)
2. Give an example of a time when you have had to be really organised to deliver on time and to the desired quality. (250 words max)

Please answer these questions within the attached application form. We are including them here so you have them for your reference, and in response to feedback from previous, recent recruitment

We will review all applicants' responses to the 2 questions and score these against the essential knowledge, experience and skills in the person specification to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat to find out more about the role. You can also email us if you would like to submit your application in a different format or if you experience any difficulties with the form. You can contact us on job@casarotto.co.uk

CLOSING DATE FOR APPLICATIONS: 22nd Aug 2022

2. INTERVIEWS

First round interviews will take place w/c 16th May with Noel Pao (Accounts Assistant) and supported by Belinda Camacho (HR)

There will be a second interview stage for some candidates, w/c 23rd May

Second round interviews will take place at our office on the Strand with Ian Devlin (COO). Please note that our building has both lift access and stairs to reach our offices, and we are located on the 3rd Floor. The ground floor entrance to the building is step-free and includes a button-operated power assisted door, and there are always staff on hand to provide help and guidance if needed. If you are invited to interview, please feel free to contact us with any access requirements you may have ahead of the meeting, we are keen to accommodate wherever we possibly can.

We will respond to all candidates within 2 weeks of the application deadline, regardless of whether they have been selected for interview or not.

3. ABOUT CASAROTTO RAMSAY & ASSOCIATES LTD

At Casarotto Ramsay & Associates, we represent and manage many of the world's best-known writers, directors, literary properties, and below-the-line talent in film, theatre, television and new media. We also strive to welcome new, exciting and powerful voices to our client roster, and we are strongly and vocally supportive of diversity and inclusion of marginalised groups within our industries.

Agents have a key role in finding new talent and helping budding writers, directors, designers and other creatives working within the media industries to realise their talent. Agents promote the work of their clients and reach out and make connections for them within the industry. They also negotiate their contracts, help them manage their schedules and work with them to strategize and decide on next best steps. Agents also often have to trouble-shoot.

Founded in 1989, Casarotto Ramsay & Associates has not only an illustrious history, but also maintains a firm focus on the future. We are based in London but operate internationally. We are fiercely independent allowing us to represent widely celebrated talent, as well as to nurture rising stars, with individualised guidance and a personal touch.

As an agency we are conscious of our crucial role in helping shape the industry and we are committed to nurturing talent, not only in the clients that we represent but also in the people we employ. We are committed to creating a truly representative workforce within the industry and we welcome applications from all applicants with the requisite skills and passion to take on this new role.

4. ABOUT THIS ROLE

Job Title: Facilities Coordinator & Accounts Assistant

KEY RESPONSIBILITIES:

This is a newly created role to oversee the day to day running of our office in the Strand reporting to the COO. You will work as part of a team supporting the smooth operation of the business along side the accounts department. Ideally a minimum of two years previous experience with a good understanding of accountancy and book-keeping.

Main duties:

- Responsible for co-ordinating all office maintenance and making sure that the office is kept clean and tidy at all times.
- Coordination of third-party suppliers in the provision of utilities, phone, IT, office equipment, stationery etc.
- Liaison and co-ordinating of cleaning, catering, waste disposal and recycling within the business.
- Calculating and comparing costs of 3rd party deals, ensuring we get the best price for goods and services (cleaners; taxis; couriers; mobile phones etc.).
- Ensuring service contracts are renewed and negotiated and that all equipment is serviced as per contract agreements.
- Arranging travel and accommodation for Agents, ensuring we get the best deals.
- Responding appropriately to emergencies or urgent issues as they arise.
- Ensuring the security of the office is maintained at all times.
- Be the central point for purchasing all company and client gifts as required.
- Monitoring stocks of consumables and ordering as and when required.
- Coordinating inductions for new joiners, arranging office key cards and desk, IT set up.
- Maintaining spreadsheets
- Processing client invoices- accounts payable and accounts receivables
- Allocating bank receipts against client invoices

5. PERSON SPECIFICATION

Experience and Skills:

- At least two years' experience of working in a similar role, ideally gained within a creative SME.
- Excellent written and spoken English
- Advanced Microsoft office programs.
- Excellent communication and negotiation skills (written and verbal)
- Proactive and able to work under pressure with a calm approach
- The ability to use initiative and to prioritise tasks effectively

6. TERMS AND CONDITIONS

Hours: 37.5 hours per week, plus a 1 hour unpaid daily break usually 10am – 6.30pm Monday – Friday, based at our offices in London.

Due to the nature of this role some evening work will be required and you may be asked to work additional hours from time to time.

Contract: Full time permanent, subject to 3 months' probationary period

Starting Salary:	c. £25,000 per annum
Annual Leave	25 days per annum, plus bank holidays, rising after 3 years' service.
Location	Primarily based at the Casarotto Ramsay office in London, with the possibility of some remote working.

Pension: on an opt-in basis, the company will match the contribution of the employee to a maximum of 5%

Other Benefits:

- Tickets to client productions.
- Interest free cycle to work scheme, subsidised gym membership.
- Private health insurance after two years' service.
- Travel insurance after two years' service.
- Non-contractual company bonus scheme.