



JOB DESCRIPTION

Job Title: Bars Administrator

Accountable to: Bars and Catering Manager

Job Purpose: To provide financial reporting and administrative support and cashiering to BDBF.

Principal Accountabilities

Financial reporting:

1. Be responsible for efficient reconciling and reporting of the Bars department's income. To include cashiering duties where used.
2. Using the Bars EPOS back-office system, generate and save a variety of financial reports including end of day / month reports and populate banking spreadsheets.
3. Manage the recording, reconciliation, and monthly reporting of departmental petty cash.
4. Assist with the management of Bars and Catering Department accounts. To include efficient counting, reconciling and checking of all Bars and Catering income on a regular basis, always ensuring the security of cash and receipts.
5. Processing catering requests, internal recharges, and invoicing clients post event.
6. Develop, populate, and maintain the Bars Orders, Predicted Income and Bars Revenue spreadsheets.
7. Maintain and edit Artifax data relating to bars and catering.
8. Manage the storage and archive of all financial data and documents.
9. Ensure the departments compliance with General Data Protection Regulations (GDPR)
10. Carry out regular safe checks and be responsible for ensuring safe levels do not exceed those set by Insurers.
11. Maintain an adequate supply of items required to carry out the role e.g., reconciliation sheets, banking bags etc.
12. Reporting on Bars KPIs as agreed with COO and Bars and Catering Manager

Administration:

1. Provide administrative support to the Bars Management team.
2. Program the bars online ordering platform to ensure the calendar of events is updated and the system remains live.
3. Develop, implement, and maintain administrative systems and records including health and safety documentation, environmental sustainability, operating procedures, training records and minutes of meetings.
4. Provide support to the Bars Manager in the planning and implementation of new systems in relation to bars and catering spaces.
5. Under the direction of the Bars Manager, undertake administration relating to Bar staff to include involvement in recruitment, training, rotering, payroll, staff development and wellbeing and ad-hoc projects.
6. Assist with stocktaking as required.

Cashiering:

1. The efficient counting, reconciling, and reporting of the Bars, FOH and ticket office department's income.
2. Accurate, prompt, and efficient banking of BDFL income. To ensure adequate records are kept, reconciliation to bank statements and to submit all entries to the finance department.
3. Ensure any discrepancies are investigated in conjunction with the Bars Manager. To ensure that any investigations are documented in full.
4. Prepare and issue floats and associated paperwork as required. To request additional monies or permission to bank as required.
5. Complete and record float and safe checks daily, or as required. To ensure float levels are maintained in line with insurance levels.
6. Ensure adequate levels of change are available for events. Report and document all discrepancies regarding the change deliveries.
7. Monitor the performance of the cash collection company, logging collections and deliveries and dealing with issues arising.

General:

1. Understand and champion BDBF's Equality, Diversity and Inclusion policy and hold it at the heart of everything you do.
2. Attend departmental, operational, and organisational wide meetings as required and assist with the positive communication of aims and objectives.
3. To ensure that when undertaking your duties that our health and safety policy is adhered to and that any concerns are raised with your line manager. In addition, we are committed to environmental sustainability and so all duties must be carried out ensuring that our commitments are upheld.
4. To undertake any other duties as may be reasonably expected and requested by the Bars Manager.

Dimension of Organisation:**Venues**

Dome Capacity 1800 standing, 1500 seated
Corn Exchange Capacity 100 standing, 500 seated
Studio Theatre Capacity 300 standing, 200 seated

Number of events days per year: 600
Public events– approx. 400 event days
Private events – approx. 200 event days

PERSON SPECIFICATION: Bars Administrator

The successful candidate will have excellent communication skills with good literacy and numeracy, be highly organised and diligent and proficient in Microsoft Office.

ESSENTIAL CRITERIA

- Demonstrable experience within an administrative role
- Experience of using computerised systems for accessing information and inputting and retrieving data.
- Excellent Microsoft Office skills, including use of Excel, SharePoint, Word, and Outlook
- Excellent interpersonal, written, and verbal communication skills
- Experience of handling cash, banking and reconciling balances.
- Ability to work accurately under pressure.
- Excellent attention to detail and the ability to use initiative and work unsupervised.
- Time Management and prioritisation skills
- A flexible attitude with a willingness to work occasional evenings and weekends as required.

DESIRABLE CRITERIA

- Experience of EPOS systems (Electronic Point of Sale)
- Knowledge of GDPR legislation

- Experience using Artifax or similar diary management systems
- A broad knowledge of and enthusiasm for the arts
- A commitment to furthering the aims of Brighton Dome and Festival, particularly in reference to sustainability, equality, and diversity.

OUTLINE TERMS AND CONDITIONS

Salary:	£20,982 per annum (FTE £25,877.80)
Hours:	30 hours per week. Potential for home working and flexible hours in line with organisational needs.
Contract Term:	Permanent on successful completion of a 6 month probationary period
Pension:	Access to Aviva pension scheme
Holidays:	25 days annual leave per annum, plus any standard public or bank holidays (pro rata) and 1 additional day as 'birthday leave'
Notice Period:	2 months

March 2026