

Office & Finance Coordinator

Part-time · Flexible · Office-based in Dalston, London

Reports to	Lucy Ferguson, Founder
Hours	15–20 hours/week — flexible pattern across 3–5 days, see below
Location	In person at the Mediorite office, Dalston, London (not a remote role)
Contract	Part-time, permanent, subject to a probationary period
Salary	£15–£18 per hour, depending on experience (approx. £11,500–£14,000/year pro rata at 15 hrs/week) — see Pay & Benefits below

About Mediorite

Mediorite is a social enterprise video production company. We make video content for corporate and third-sector clients, and we reinvest in free training that helps diverse young people get into the film and TV industry. This role sits within the commercial side of the business and supports the small team that makes both sides of Mediorite run smoothly.

Role Purpose

Mediorite is a small, busy production company and this role is the glue that holds the office together day to day. You'll be the first point of contact in the office, keep projects moving administratively, help make sure invoices and additional charges don't get missed, and take routine admin off the Founder's plate so she can focus on clients and the wider business.

This is a genuine generalist role - part office management, part finance admin, part production support - built for someone who's organised, good with people, comfortable with numbers, and happy wearing several hats in a small team. It's deliberately broader than a single specialist role, because that's what actually

suits a business this size right now.

Working Pattern

We're looking for someone to work 15–20 hours per week, and we'd ideally spread those hours across more days rather than concentrating them into just two. Something like 10am–2pm over three to five days tends to work well for a role like this — it keeps information moving, reduces bottlenecks and means there's rarely a day when nothing's being picked up.

Exact hours and days are genuinely open to discussion. Examples that have worked for others in similar roles:

10am–2pm, Monday to Friday (20 hours, maximum flexibility)

10am–2pm, Monday, Wednesday and Friday (12 hours — a good starting point if you need more structure around childcare)

Three or four days, school hours — the pattern that suits you best, agreed together before you start

The role is based at the Dalston office rather than remote, as being on-site is part of what makes this role effective day to day. But the days and times are genuinely yours to shape, and we're happy to revisit the pattern once you're settled in.

Key Responsibilities

- Office & General Admin
- Be the day-to-day point of contact for the Dalston office - post, deliveries, suppliers, and general office upkeep
- Manage the founder's and team's routine admin: filing, basic diary support, ordering supplies
- Maintain simple records: the access & password register, supplier records, and client billing

Mediorite • Job Description

- instructions (PO requirements, billing contacts, invoice timing per client)
- Support with onboarding admin for new freelancers or staff (system access, basic paperwork)
- Finance Administration
- Manage the finance inbox - make sure supplier invoices, statements, and HMRC letters are filed and passed to the bookkeeper, not stuck in someone's personal email
- Prepare sales invoices for approval, using the agreed invoice triggers (on delivery, on milestone, or on the 1st of the month for retainers), and send them out

- Keep the Additional Charges Register up to date and chase approval so billable work doesn't slip through unnoticed
- Track purchase orders - request and record PO numbers before invoicing
- Prepare payment runs for approval on fixed dates each month
- Send routine credit control reminders for overdue invoices, following an agreed simple process

Production & Project Support

- Maintain accurate project records and project/MED codes across systems (ClickUp, Xero)
- Send standard freelancer booking confirmations (project, code, date, rate, location, hours, contact) by email rather than WhatsApp-only
- Flag any jobs that look completed but not yet invoiced, or freelancers not yet billed through, as part of a simple monthly check

Not part of this role: formal bookkeeping, VAT returns, payroll processing, and bank reconciliations stay with the bookkeeper. Creative or technical production work stays with the production team. This keeps the role focused and manageable rather than open-ended.

Person Specification

Essential

- Previous experience in office administration, finance admin, bookkeeping support, or project coordination
- Comfortable with numbers, invoices, and spreadsheets
- Excellent organisation and follow-through - someone who notices when something hasn't happened, not just when it has
- Confident communicating with clients, suppliers, and freelancers by phone and email
- Able to work independently and manage a varied workload

Desirable

- Experience with Xero, HubSpot, or ClickUp (or willingness to learn quickly)
- Experience in a small business, agency, or creative/production environment
- An interest in Mediorite's social mission

What Success Looks Like

Success in this role will be measured by how smoothly information flows between clients, production and finance, rather than by the volume of administration completed.

Within six months, the aim is that invoices go out on time without chasing, additional charges are captured before the job closes, purchase orders are in place before invoicing, and the finance inbox is clear and under control. None of that requires a high workload — it requires good habits, consistently applied.

Pay & Benefits

We'd suggest an hourly rate of £15–£18, depending on experience. At 15–20 hours/week, that works out at roughly £11,500–£18,000 a year before tax, depending on the hours agreed.

A few things worth knowing as you set the final number:

We're hoping to recruit into this role as soon as possible — ideally with enough time for the successful candidate to start while our current Production Manager is still in post. That overlap is genuinely valuable: this role will be far more effective if there's time to absorb the informal knowledge, systems and ways of working before that handover happens.

We'd also say honestly: if you're someone who stepped away from work for a period to focus on family, and you're now looking for a role that fits around school hours, you may be exactly who we're looking for. The flexibility here isn't a compromise — it's the point.

How to Apply

Send a CV and a short note on why this role suits you to lucy@mediorite.co.uk - we'd particularly love to hear about any small business, finance-admin, or production experience, and what working pattern would suit you best.