

Overview of Role

The Petty Cash Buyer works with the Assistant Production Buyer (APB), Production Buyer (PB) and Set Decorator (SD) to source and purchase items requested for the set dressing of a production. They work with a given cash float to source and purchase approved items both online and physically for set dressing and hand props. They also work closely with the PB and Accounts Team in order to reconcile their petty cash float by submitting VAT receipts and relevant paperwork listing their purchases.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Interpret the brief

- ☐ Read the brief and confirm buying lists with the PB
- ☐ Research the period, genre, and type of production in relation to the items being sought
- ☐ Identify relevant suppliers and places to source items of the correct period / style

2. Confirm production requirements

- ☐ Assess key information such as production timelines, set, shoot and strike schedules, buying lists
- ☐ Prepare own script break down for reference
- ☐ Confirm any location parameters that affect the items sourced
- ☐ Confirm equipment and kit requirements for the duration of the production
- ☐ A vehicle with Business insurance will usually be required
- ☐ Confirm with the PB on preferred methods of securely storing and tracking receipts and float.

3. Source item options

- ☐ Research suppliers if supplier lists haven't been provided
- ☐ Source item options for the SD and Set Dec team to approve
- ☐ Transport and store items safely while travelling
- ☐ Liaise with Props Storeman for the collection of large and multiple items
- ☐ Ensure purchases are delivered to the correct place as agreed with the Set Decorating team or Props Master and Props Storeman
- ☐ Purchase consumables or supplies as required for the Department

4. Monitor and Maintain Petty Cash Spending

- ☐ Liaise with the PB to understand the items to be purchased and the budgets being allocated for this
- ☐ Establish a process for logging purchases and managing the float prior to receiving monies / company credit card
- ☐ Arrange to receive the cash float with the Accounts team
- ☐ Collect full VAT receipts / invoices for each purchase and complete accounting paperwork for the PB and Accounts to track spending
- ☐ Submit fuel and personal expenses as agreed with the Production and Accounts team
- ☐ Return all unused float / credit card or receipts to cover monies received and ensure nothing outstanding at end of job

5. Comply with Health & Safety requirements

- ☐ Drive safely and observe loading regulations for vehicles
- ☐ Follow manual handling lifting techniques and arrange suitable collection for large props
- ☐ Behave responsibly in hazardous working environments such as prop making workshops and follow procedures on set

Role Specific Skills:

- ☐ Establish good relationships with suppliers
- ☐ Liaise with the PB and SD team to provide items for sets
- ☐ Liaise with Accounts Team regarding spend monitoring
- ☐ Maintain records of items purchased and suppliers

Other / Transferable Skills:

- Communication: interpreting your team's requirements and communicating well with your colleagues
- Team-working: collaboration within own and other departments
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively

Attributes:

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and creative ways of working which will enhance and deliver the best results for the production
- Productivity: organises and prioritises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial.