

Arts Connection - Cyswllt Celf

Financial and Administrative Assistant

Hours: Part Time (15 hours per week)

The post holder may be required to work extra hours as deemed appropriate by the Arts Manager, which will be paid at the same hourly rate as the contracted hours.

Salary: Grade 4, Scale 15 - 17: £17,072 - £17,772 per annum depending on experience - pro rata

Contract: Initially until 31st March 2019 dependent on successful completion of a 6 month probation. In the first month, performance targets will be set with the post-holder, monitored through the supervision process, with an interim review of progress at 3 months and a final review at 6 months. Outcome of the probation will be recorded at this point.

After the first year, extension of contract will be subject to satisfactory performance appraisal and confirmation of funding.

Reporting to: The post-holder will report to the Arts Manager. Supervision and appraisal will be provided by the Arts Manager

Holidays: 22 days, excluding bank holidays + long service leave (pro rata)

Based at: This post is based in the office of Arts Connection, on the top floor of the Youth and Community Centre, Llanfyllin, Powys, SY22 5DR

Job Description

The Financial and Administrative Assistant will:

- be responsible for book-keeping and payroll
- provide support to the board of Trustees by distributing agendas, minutes and training fund applications and by minuting Board Meetings, the A.G.M and E.G.Ms
- undertake banking, payment of invoices and manage petty cash
- maintain membership records and process membership applications
- assist the Arts Manager and Project Officer to ensure the effective function of the office

Arts Connection is an organisation run collaboratively by all staff members. Each member has clearly defined responsibilities but is expected to help their colleagues as necessary and when practicable.

Key Responsibilities

Accounts:

- Accounts record keeping
- Dealing with petty cash
- Banking and payment of invoices
- Assisting with completion of quarterly and end of year returns

Payroll:

- Complete monthly payroll

General office duties:

- Receive and respond to written, telephone and in person enquiries
- Input and update databases as required
- Copy and distribute agendas and minutes of meetings
- Buy office and project supplies and equipment

Board of Trustees:

- Attend and take minutes of all Board Meetings, A.G.M and E.G.M.

- Prepare documents, including training fund applications, for consideration by the Trustees
- Ensure policies are scheduled for Trustee approval

Marketing and publicity:

- Assist with production and distribution of press releases and publicity materials

Membership:

- Maintain membership records and process membership applications
- Produce monthly members' newsletters

Project:

- Undertake project related marketing and publicity using all available methods including, for example, press releases, Facebook, Twitter
- Invite artists' proposals
- Provide administrative support

Responsibilities common to all staff:

- Promote Arts Connection to new and existing members and other stakeholders
- Support and organise artist network opportunities
- Contribute information towards regular newsletters
- Represent Arts Connection at events
- Other work for Arts Connection as determined by the Trustees

Person Specification

Financial and Administrative Assistant

Essential

- Effective in all areas of office administration
- Experience of keeping accounts (preferably via the Xero accounting system)
- Ability to manage own time
- Ability to work as part of a team
- Effective interpersonal skills including maintaining confidentiality
- Able to communicate effectively, orally and in writing
- Good level of computer literacy in the following: Word, Excel, Access, Outlook Express, Internet Browsers
- Willingness to attend and minute meetings in the evening as required
- Willingness to undertake relevant training where necessary

Desirable

- Interest in, experience and knowledge of the arts
- Ability to communicate in Welsh