



## **Job Description & Person Specification**

### **Finance & Administration Officer**

<b>Job Title:</b>	Finance & Administration Officer
<b>Hours:</b>	4 Days (28 hours per week)
<b>Salary:</b>	£24,000 to 25,000 per annum (pro rata)
<b>Location:</b>	North Tyneside
<b>Responsible To:</b>	Chief Executive Officer

#### **Main Purpose of the Role:**

At North Tyneside Art Studio (NTAS) everything we do is rooted in the use of art and creativity to support and improve the mental health and wellbeing of people and communities.

We are currently seeking a dynamic and motivated Finance and Administration Officer to join our dedicated and friendly team. You will play a vital role in the smooth running of the organisation and bring significant experience of finance and administration.

You will be working in an environment that is challenging but hugely rewarding and you will make a real difference to the work we do and the impact we have. As a key member of a small team you will be expected to work closely with colleagues to 'muck-in' and get things done and contribute to the development of creative projects and fundraising efforts to ensure the continued success of the organisation.

With experience of Bookkeeping and Sage, you will bring a positive and can-do attitude to the role and be able to work accurately whilst managing multiple tasks and deadlines. You will be responsible for ensuring our admin systems are effective and efficient, help in the preparation of budgets and management accounts and oversee the day to day finances of the organisation.

At all times you will demonstrate the ethos and values of NTAS, treating people with dignity and respect and promoting the principles of fairness and equality.

#### **Key Responsibilities and Duties**

##### **Finance**

- Maintain accurate and up-to-date financial records using Sage accounting software
- Manage day-to-day financial activities and processes and support financial compliance
- Administer and process invoices, expense claims and financial reports in a timely manner
- Assist with budget preparation, monitoring and analysis

- Regular liaison with external accountants
- Support grant management activities, including tracking funds, preparing financial reports for donors, and ensuring compliance with grant requirements

### **Administration**

- Manage and maintain effective office and IT systems and processes
- Manage data entry and databases to produce reports and information
- Facilitate board meetings including the timely dissemination of reports and papers and minute taking
- Responsible for HR administration and record keeping
- Work closely with Studio Members and respond positively to their day-to-day needs and questions
- Act as first point of contact for general enquiries, dealing with correspondence and answering phone calls, emails and drafting letters
- Oversee communications with stakeholders, including the use of social media and the production of newsletters and What's On guides
- Maintain up to date policies and procedures

### **Person Specification**

To be successful in this role the ideal person will have a good range of financial and administrative skills and experience. With excellent communication and interpersonal skills, the ideal person will have a flexible, positive attitude and be able to manage multiple tasks with limited supervision.

Candidates should be able to demonstrate the following:

#### **Essential:**

- Experience of working with Sage and bookkeeping experience
- Experience of day to day financial processes and activities
- An understanding of charity finances and grant funding and reporting
- Experience of working with Microsoft Office, including Microsoft Excel and general office systems
- Experience of working with databases and data entry
- Excellent verbal and written communication skills
- Ability to interact positively with service users and other stakeholders
- A commitment to promoting inclusivity and diversity
- Good organisational and time management skills
- An understanding of confidentiality and the ability to deal with information of a highly personal and sensitive nature
- Ability to work both within a team and on own initiative
- Willingness to work in a flexible and adaptable manner, with the ability to thrive in a fast-paced environment
- Knowledge and experience in the use of social media

#### **Desirable:**

- An understanding of how art and creativity can support mental health and wellbeing
- Experience of working in a similar charity based role
- Creative thinking and problem-solving skills, with the ability to generate innovative ideas and solutions.
- Experience of managing and maintaining IT systems including websites