



North Tyneside Art Studio is seeking a Finance & Administration Officer to join our team.

**Salary:** c£25,000 per annum (pro rata)

**Hours:** 4 Days per week (28 hours)

**Location:** North Tyneside

**Closing Date:** 5pm Friday 9th May

**About the Role:**

North Tyneside Art Studio is currently seeking a dynamic and motivated Finance and Administration Officer to join our dedicated and friendly team.

In this role you will play a vital part in the smooth running of the organisation. You will combine your financial and administrative experience and expertise with your excellent organisational and communication skills and be a great team player.

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.

You will report directly to the CEO and work closely with colleagues to support the effective delivery of a wide range of creative projects and programmes. You will need to be a good listener with excellent interpersonal skills as the role will involve a high degree of interaction with service users and other stakeholders.

**About the Organisation:**

NTAS is a vibrant and innovative organisation that uses art and creativity to support and improve the mental health and wellbeing of people and communities. Our work is rooted in our vision and values and is delivered through our two main programmes:

Our Studio Programme provides creative programmes to support personal recovery and mental health improvement. Our Community Programme is focused on preventing poor mental health and raising awareness of how art and creativity can support mental health and wellbeing.

NTAS is an equal opportunities employer that is committed to inclusion and diversity.

Training will be provided to support you to fulfil this role.

A full Job Description and Person Specification can be found here:

<https://northtynesideartstudio.org.uk/about/job-opportunities/>

## **HOW TO APPLY**

Once you have read the Job Description and Person Specification, please send a copy of your CV and a Cover Letter setting out why you are suitable for the post and how you meet the requirements of the role.

Applications must be received by **5pm on Friday 9th May**

Please email your applications to: [info.ntartstudio@gmail.com](mailto:info.ntartstudio@gmail.com)

For an informal chat or more information regarding this opportunity please contact:

Paul Hillier (CEO) on 0191 296 1156 or 07586821804