

Job Description

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| Job title: | Administrator |
| Reports to: | Deputy Director |
| Department: | Finance and Operations |
| Lateral Relationships: | JS2 |
| Subordinates: | N/A |

Main objectives:

This is a general administration role. It ensures all financial paperwork is efficiently recorded and organised and supports the Office Manager with the smooth running of the office. The role supports our outsourced finance function (JS2) and provides an initial point of contact for their queries. The postholder reports to and provides support for the Deputy Director and manages the Director's diary and travel arrangements.

Key responsibilities:

Finance

- To collate financial information on a weekly basis to be sent to JS2, including invoices and income details, ensuring all information is correctly coded and authorised by budget holders
- To receive debtors reports and ensure debtors are chased and recovered.
- To ensure managers have provided details of sales invoices to be raised and these are provided to JS2 in accordance with the agreed timetable.
- To ensure monthly charge card statements are logged, coded, authorised, and all receipts provided
- To file financial information
- To deal with general banking enquiries.
- To maintain sterling & foreign currency petty cash spreadsheet, reconcile weekly and ensure top-ups are made as needed.

- Direct debits – set up new Patron direct debits, maintain paperwork and inform the Development team of any direct debits received. Cancel direct debits when necessary.
- Paypal – code any paypal income received and transfer balance across to the main bank account.

General duties:

- To provide general office support, covering for the Office Manager in their absence, including opening post, answering incoming calls and receiving visitors
- To provide support to the Deputy Director as appropriate including matters related to the management and servicing of the Board.
- To manage the Director's diary and travel arrangements.

Person specification:

The Administrator is a key member of the team. They will have:

- A high level of organisational ability, with perfect attention to detail
- Experience of managing a database
- Good team working skills.
- Excellent time management skills and the ability to multi-task and manage competing priorities.
- Interest in finance

Desirable experience:

- Experience working within a small team
- Commitment to the aims and ethos of the Contemporary Art Society.