**Administrator - Finance Post**

Spectacle Theatre Ltd is recruiting an Administrator – Finance Post, to provide administrative services on the three-year Big Lottery funded project, ***Creating Progress***. This arts participation project will work with all demographics of the communities of the Rhondda Cynon Taf providing arts engagement primarily through the medium of Theatre and drama.

The Administrator – Finance Post will be responsible for ensuring proper flow of office procedures including managing financial systems for project PAYE, VAT and project finance budgets and supports the Creative Director and YEO by carrying out agreed office duties.

## **The post is part time, 14 hours per week** and will be issued an independent Theatre Council contract. The post is subject to the ITC / Unite terms and condition’s

The post will be based in Porth

The role is initially contracted for 3 years from **April 2018 – March 2021**, where the project and post will be reviewed for any possible future activities.

The role is subject to a three-month probationary period.

The Salary for the post is **£24,500 per annum (pro rata)**, paid monthly in arrears.

**Role and Responsibilities**

The Administrator – Finance duties include:

* Managing financial systems for project- PAYE, VAT and project finance budgets.
* General office administration for the project
* Maintaining office systems for monitoring and evaluation
* Marketing and publicity of project (with Creative Director)
* Communicates with relevant community organisations
* Works closely with YEO to arrange meetings / workshops
* Manages correspondence by answering emails and sorting mail
* Answers phone calls when in office
* Drafts, formats, and prints relevant documents
* Maintains stock and orders office supplies as needed
* Creates agendas and takes Steering Group meeting notes
* Assists in purchase orders and invoicing
* Take care of website functions and social media profiles
* Maintains accurate records for employee holiday requests
* Photocopies and files appropriate project documents as needed
* Attends workshops and conferences when requested
* The post will be supervised by the Creative Director

**Personal Requirements**

**Essential**

* Technical Skills, Including Proficiency with Microsoft Office Programs
* Experience of payroll, VAT and project budgets
* Willingness to undertake an enhanced DBS check
* Willingness to undertake Safeguarding and Mental Health First Aid training
* Hold a full driving license
* Proficient in the use of Email, Social Media and the internet
* Strong Attention to Detail
* Ability to Work Without Supervision
* Excellent time-management, administrative and problem-solving skills and a working knowledge of data protection requirements
* Exceptional Communication and Customer Service Skills
* Strong Prioritisation and Organisation Skills
* Ability to Handle Confidential Information
* Strong Record Keeping Skills
* Ability to Multitask

**Desirable**

* Ability to speak and communicate through the Welsh Language
* Knowledge and practical experience of Health & Safety legislation and practices.
* Knowledge of risk assessment procedure.
* Presentation Skills, Including Welcoming Guests to Events
* Experience of Minute taking
* Interest in the Arts and Education

To apply for this post please consider the job Roles and Responsibilities and Personal Requirements for the role and submit your CV to the Theatre Manager for consideration, by emailing [steve.spectacletheatre@gmail.com](mailto:steve.spectacletheatre@gmail.com)

Please mark email Administrator – Finance Post

Deadline for applications: 23rd March 2018

Interviews: TBA