

FINANCE & ADMIN OFFICER



Location Home working

Hours of work 1 day per week (0.2 FTE)

Accountable to Chief Executive

Accountable for N/A

Salary £24,720 pro rata

Contract Type

This role is initially fixed term until April 2023 with the option to extend subject to the outcome of English Folk Expo's application to continue as an Arts Council England National Portfolio Organisation.

Whilst we envisage the role being PAYE, we welcome conversations from individuals interested in a freelance contract.

This role is being advertised alongside two other part-time roles: **Fundraising & Development Manager** and **Audience & Communications Manager**. We are very open to candidates who are interested in combining more than one of the roles as well as applicants for any single role.

Special conditions

Working hours and location will be flexible to suit the needs of the organisation. Might include UK and international travel for meetings, conferences and events, if needed. 25 days annual leave pro rata and inclusion in the Employer Pension Scheme.

How to apply

Please email a CV with 2 page covering letter plus a completed equality and monitoring information form* to Adee Lifshitz – adee@englishfolkexpo.com

Applications should be received by 3rd April 2022 with interviews expected w/c 11th April.

For an informal conversation about this role, please contact Tom Besford – tom@englishfolkexpo.com

JOB DESCRIPTION

1) Purpose and objectives of the role

This is an exceptional opportunity to work right across the English Folk Expo programme supporting the team and board with the administrative workload.

With absolute work flexibility, this role will suit anyone looking for part time employment in a small and dynamic charity.

2) Duties and responsibilities

- Reconcile financial transactions using our financial management portal, Xero
- Update management accounts, cashflow and budget documents for both internal and stakeholder reporting use
- Facilitate Board meetings. This will include invitations and attendance, taking board meeting minutes, supporting the Chief Executive in compiling board papers, arranging meeting rooms and online links, supporting Trustees to attend meetings
- Draft monthly newsletters for audiences, stakeholders and partners through MailChimp
- Update website and online subscription platforms with content as required by the Chief Executive
- Manage and maintain subscriptions for software used by the organisation
- Support the Chief Executive with ensuring the charity has appropriate insurances, financial and legal compliances ie VAT returns, ICO, GDPR and PLI
- Providing general administrative support to the Chief Executive and wider team as requested

3) Person Specification

Experience and knowledge

Essential

- Excellent IT literacy including use of Microsoft Excel
- Experience of minute taking

Desirable

- Knowledge of working with a board of Trustees
- Experience of working with financial management packages
- Experience of managing websites and software packages

Competencies and skills

Essential

- Excellent ICT skills
- Excellent oral and written communication and presentation skills
- Able to work to deadlines and to work effectively under pressure and maintain good humour and diplomacy
- Able to work on own initiative and autonomously and to manage time effectively
- Extremely good attention to detail
- Proven ability to understand financial systems and accounts
- Excellent research and analytical skills
- A proactive and delivery-focused approach to your work

Desirable

- Skilled at working with the following packages: Xero, MailChimp, Excel, Word, Zoom

Personal characteristics

Essential

- Calm, confident, approachable, friendly, versatile and flexible attitude to work
- Strong complete finisher
- Ability to work independently and remotely

Desirable

- Passionate about music