



Royal West of England Academy

JOB DESCRIPTION

Finance and Admin Assistant (p/t)

Term Permanent

Hours 15 hours per week (could be 2 full days but flexible and could be varied).

Salary **£8,800** (£22,000 pro-rata)

Reporting structure: Reports to the Director of Operations

Summary of the role:

The role is to support the Director of Operations in ensuring that the financial records for the charity are maintained in an accurate and timely manner and to provide administrative support for the RWA team.

A friendly and positive “can do” attitude is essential along with good computer literacy skills and some prior experience.

Responsibilities - Financial

1. Processing financial information into the financial system on a timely and efficient manner.
2. Processing supplier invoices and co-ordinating payments
3. Processing bank transactions and performing bank reconciliations.
4. Processing sales invoices and performing credit control
5. Maintaining accurate petty cash and credit card records.
6. Reconciling payments from all sources, including membership income (Friends, Academicians, Artist Network and Patrons).
7. Preparing and submitting Gift Aid claims where appropriate on admissions, donations and patron memberships
8. Preparing commission statements for Artist sales
9. Supporting the Director of Operations with all aspects of administration to ensure the smooth and efficient running of the finance function.
10. Carrying out any other duties as reasonably requested by the Director of Operations

Responsibilities – Administrative

1. Ordering of general stationery for the office and for the family room
2. Ordering business cards and other membership cards and gift vouchers as required
3. Ordering of replacement toners for copier and franking machine when required



Terms and conditions of appointment

The post is subject to a probationary period of six months.

The postholder will need to be based at the RWA, although some blended home/office working could be considered. The appointment is subject to two satisfactory references.

The postholder is entitled to 36 days (including 8 public holidays) paid holiday pro rata (i.e. 14.4 days) in each holiday year

Positive recruitment for diversity

RWA recognises that each of us bring our experiences, our backgrounds and our own unique perspective to what we do. You may not have worked in a cultural organisation before but perhaps you have relevant experience in a different setting? We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our team.

We therefore welcome applications from people with characteristics currently under-represented on our staff team and will offer an interview to those who meet all the Essential Criteria in the Person Specification and are global majority or mixed heritage; identify as male, non-binary, trans and/or LGBTQ+; have a recognised disability, or are neurodiverse. If you qualify for priority interview arrangements please state this in your cover letter.

APPLICATIONS

Please submit your CV and a covering letter to nicola.prosser@rwa.org.uk.

CLOSING DATE Sunday 3rd July

INTERVIEWS Friday 8th July in person but zoom interviews possible by prior arrangement.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	Maths and English GCSE	AAT equivalent qualification or qualified by experience
Knowledge	Current knowledge of office procedures and practice	
Experience	Recent experience in a financial or administrative role Experience of working as part of a small team	Experience of working within an arts/museums/charitable sector organisation Proven experience in analysis and reconciliation of financial data

RWA

Skills	Highest standards of professional delivery Excellent written communication skills. An eye for detail Excellent personal organisation and time management skills Ability to initiate, self-motivate and work to tight deadlines Computer literate with a good working knowledge of Sage, Excel and Word	
Other	Prepared to work with flexibility and commitment within a small team	Knowledge of, and interest in, visual art