

THE COMMON GUILD

Visual arts: Project / Events / Exhibitions

Job Description /

Title Finance & Administration Manager (part-time)

Salary: £25,000 *pro rata* (£15,000)

Hours: 0.6 or 3 days per week (or 22.5 hours), with flexibility on days.
Office hours are between 9.30 am and 6 pm, Mon - Fri

Reports to: Director

Term: Permanent

Annual Leave: 12 days plus 8 public holidays.

Location: The Common Guild, 21 Woodlands Terrace, Glasgow G3 6DF

Notice: 1 month during the first 3 months and 3 months thereafter

Other: The Common Guild operates a Workplace Pension scheme available to employees

1. **Principal Aims /**

- To be responsible for the financial management of The Common Guild
- To manage The Common Guild's office and administrative functions

2. **Key Responsibilities /**

This description provides a general understanding of the nature of the post. Tasks and responsibilities include, but are not restricted to, the following:

2.1 **Finance**

- Prepare, monitor and revise annual and project-specific budgets and monthly cashflow projections for the Director and regular reporting to the Board of Directors and funding bodies
- prepare quarterly management accounts
- Record and classify purchase invoices, arranging prompt payment according to credit terms
- Issue sales invoices, ensuring prompt receipt of payment
- Maintain accurate financial records of income and expenditure and prepare books for Accountant.
- process the monthly payroll and workplace pension scheme
- process casual workers' wages, cross-referencing time-sheets
- preparation and submission of year-end returns and liaison with Inland Revenue on all related matters
- Manage day-to-day cash handling, including Petty Cash, staff expenses and business credit card, banking and electronic banking etc.

- Assist the Director as required in the preparation of funding applications and reports
- Liaise with the company Accountant where necessary

2.2 Personnel

- To maintain personnel records securely, noting leave, TOIL and absence through illness
- To support recruitment processes
- ensure all staff are provided with contracts and terms of employment

2.3 General Administration

- Ensure that the office is a clean, safe and secure working environment
- Liaise with external service providers (IT support, internet, phone, alarm, fire protection, etc.) to arrange repairs or maintenance as necessary
- Co-ordinate regular cleaning
- Maintain appropriate insurance policies
- Assist with general office tasks: including post (incoming and outgoing), scanning, filing
- Ensuring office is tidy and in order
- Attend fortnightly team meetings
- Maintain correspondence files
- Answer routine enquiries by phone and email or redirect them to other team members where appropriate
- Maintain sales records (publications and editions)
- Maintain inventory of equipment
- Maintain supplies (stationery and catering)
- Manage the shared calendar
- Support the Director
- Assist with co-ordination of board meetings
- Manage the 'info@' e-mail account
- Act as 'Green Champion', monitoring emissions and environmental impact
- Any other duties appropriate to the post-holder's skills and experience which may be required to ensure the smooth operation of the company

2.4 Other

- Adhere to company policies and procedures in all transactions
- To support other members of the team
- To uphold standards in all communications, both internal and external
- To ensure TCG Aims and Objectives are reflected in the delivery of the role

3. Person Specification /

3.1 Essential

- Committed, enthusiastic, flexible and organised
- 3-5 years experience of book-keeping
- An understanding of charity finance and company law
- A good working knowledge of Mamut AccountEdge accounting software (or similar) and MS-Excel (NB: The Common Guild works on Mac)
- Experience of working in an office
- Good communication skills

- Meticulous administrative skills
- Demonstrable ability to implement and maintain systems

3.2 Desirable:

- An understanding of charity finance and company law
- A recognised financial qualification
- Experience of working in a small team
- Interest in the arts

4. How to apply /

To apply for this post, please submit the following by **12 noon** on **Friday 31st May 2019**:

- a statement of interest in and suitability for the post outlined (2 x A4 max.), specifically indicating how you meet the Person Specification outlined above
- CV, including names and contact details for two referees

Applications can be submitted electronically or by post and should be sent as follows:

e-mail: info@thecommonguild.org.uk

Please mark your e-mail 'APPLICATION' in the subject heading.

post: The Common Guild
21 Woodlands Terrace
Glasgow G3 6DF

If you have any queries or would like further information, please call 0141 428 3022. Interviews will take place week beginning **10th June 2019**.

THE COMMON GUILD is committed to equality of opportunity and welcomes applications from all sections of the community. This means that everyone is treated equally, regardless of race, colour, ethnic or national origin, sex, marital status, responsibility for children or dependents, disability, sexual orientation, religious or practical beliefs.

www.thecommonguild.org.uk