

COUNTERPOINTS.

Office Coordinator, Counterpoints Arts

Hours: 21 (3 days a week including Monday)

Salary: £26,000 pro rata

Counterpoints Arts is a leading national organisation in the field of arts, migration and social change.

We are hiring a part-time Office Coordinator to organise and coordinate administration duties and office procedures, with a particular focus on financial systems. This role requires excellent organisational and administrative skills, and previous experience in office administration is desirable.

Counterpoints Arts is a dynamic arts organisation with evolving needs. It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative work within Counterpoints Arts. During peak project periods, it may also be necessary for you to take over some duties normally performed by colleagues. Any such alternative work will be suitable and appropriate to your skills and time commitment.

Responsibilities

- Overview of current administrative systems
- Monitoring CA's financial systems, including
 - Tracking income and expenditure multiple bank accounts
 - Ensuring fundraising application and reporting deadlines are met
 - Submitting coded expenditure reports to accountant
 - Assisting where appropriate in the preparation of annual end of year accounts
 - Managing payment of invoices, salaries and expenses of up to a certain amount
 - Updating CA's financial information with the Charity Commission, Companies House and Information Commissioner's Office
- Maintaining digital and paper filing systems, including leading on the efficient use of new CiviCRM database
- Ensuring policies and procedures are correctly followed (for example health and safety, data protection, equality and diversity and procedure relating to staff annual/ sick leave) and assisting staff members responsible for those areas as required
- Supporting communication within the CA team, including issuing reminders of collective commitments (e.g. team and CA newsletter) and maintaining calendar of planned staff leave and changes to working days

- Helping to develop and implement new administrative systems where necessary, including for our emerging commissioning work
- Following the communications strategy to add content to the Counterpoints Arts website on a regular basis
- Maintaining the condition of the office, including organising the library, repairs and liaising with landlord when needed
- Maintaining supplies of stationary and equipment
- Providing administrative support for major board meetings
- Promoting and helping to organise staff training and development
- Other reasonable duties as required

Person Specification

Essential:

- A commitment to the aims and mission of Counterpoints Arts
- Excellent organisational and time management skills
- Strong IT skills
- Financial skills – especially Excel
- Ability to prioritise tasks and work under pressure
- Good teamworking skills and the confidence to communicate within a team
- Ability to manage your own workload
- Excellent interpersonal, oral and written communication skills
- Attention to detail
- Flexibility and adaptability to changing workloads

Desirable:

- Previous experience in an administrative role
- Interest in the arts and the charity sector
- Experience in the use of CiviCRM

Counterpoints Arts aims to attract and retain talented people from all backgrounds. We particularly encourage applications from migrants and refugee communities as these groups are currently underrepresented in the cultural sector.

To be considered for this role, please send us a CV and cover letter (of no more than two A4 sides) in one document that responds to the person specification to hello@counterpointsarts.org.uk. The deadline is **12pm on Thursday 10th January 2019**. Please use 'Office Coordinator Application' as the subject of the email.

Interviews are provisionally scheduled for Tuesday 22 January 2019. Due to the high volume of applications we receive, if you have not heard back by this date, please assume you have not been successful at this time.