

**Oriel Davies Gallery  
Job Description and Person Specification**

**Administrator (3/5)**

**Job Description**

The ability to communicate through the medium of Welsh is desirable for this post. Basic conversational Welsh language and “Welsh in the Workplace” skills and a willingness to develop those skills if not fluent

<b>Job Title:</b>	<b>Administrator</b>
<b>Reporting to:</b>	<b>Director</b>
<b>Accountable to:</b>	<b>Director and Board</b>
<b>Responsible for:</b>	<b>Tenants</b>
<b>Salary scale:</b>	<b>£ 22,000- £25,000 FTE</b>
<b>Location:</b>	<b>Newtown, Powys, Mid Wales</b>
<b>Holiday entitlement:</b>	<b>20 days per year, plus Bank Holidays</b>

**Duties**

1. The Administrator is responsible, in liaison with the Director and the Board, for the maintenance and management of the financial aspects of the Gallery including bookkeeping and accounts and providing administrative support for the Gallery and the Trustees.
2. To ensure smooth running of the office and contributes in driving sustainable growth
3. To maintain the gallery’s financial systems up to external audit standard and prepare, in conjunction with the Director, the gallery’s budgets and cash flows, prepare quarterly returns, and provide financial information for the Board of Trustees, the Director, staff and external audit.
4. To organise the preparation and payment of invoices, staff salaries, pensions and PAYE, and oversee the smooth running of day to day

finance, including payments into the bank, maintenance of the bank book and day sheets, and monitoring petty cash.

5. To ensure that all data gathered by the organisation is stored accurately and is GDPR compliant.
6. Updating financial spreadsheets with daily transactions
7. Preparing balance sheets
8. Tracking and reconciling bank statements
9. Maintain the gallery's financial health and make sure we use our resources appropriately
10. Coordinating office activities and operations to secure efficiency and compliance with policies
11. To ensure that staff records are kept secure and up to date
12. To work with the Director to ensure all Policies and Processes are up to date, reviewed on time and reflect changes in the organisation
13. To work with Visitor Experience Manager to introduce and use an EPOS system for the gallery. To feed information from this system into SAGE
14. To provide financial information in relation to income and expenditure to the Director, Visitor Experience Manager, Café Manager
15. To ensure that meetings are organised, scheduled, and recorded as required. To prepare and distribute relevant papers in advance of meetings
16. To organise and monitor staff leave and absence records
17. To provide an efficient administrative support for the gallery, including coordination of diaries, distribution of incoming mail, ensuring outgoing mail is stamped and posted, and

the upkeep of filing systems. This to include introduction of digital calendars across the team.

18. To order and oversee the delivery of stationery and consumables, including organisation and upkeep of the stationery storeroom
19. To liaise with Director and Visitor Experience Manager to research and advise on office systems and to oversee the introduction of new office systems as required eg Use of Outlook, EPOS, CRM.
20. In liaison with the Director, Creative Producer, Visitor Experience Manager and others as appropriate prepare and assist with funding applications and administer grant claims, and maintain an online compliant database of all applications for grants (Grant Tracker).
21. Work with the Director to maintain relationships with funders, businesses, organisations, and individuals on behalf of the organisation
22. To oversee the gallery's telephone communication and IT systems, and to advise on, order and oversee the delivery and installation of new telephone and computer equipment.
23. Through liaison with appropriate outside advisors and/or the Trustees, to provide the Gallery with advice on matters relating to human resource management, compliance with Charity Commission and Companies House requirements and company law including acting as Company Secretary.
24. To act as line manager to the Café Manager/ or Point of Contact for Café Tenant.
25. To assist with the organisation of and be in attendance at exhibition previews as required.
26. To undertake key holder duties as required

27. To be point of Contact for the Friends of Oriel Davies in terms of providing Administrative support.
28. To ensure that contracts for services offer best value, and meet the needs of the organisation
29. To carry out any other duties consistent with the position as may be required.

### **Communication**

- Ensuring that Oriel Davies is promoted effectively and positively and working with relevant staff to develop strong and effective marketing strategies for the Gallery
- Representing the Gallery's interests locally, nationally and internationally, and ensuring the organisation is well placed to take advantage of new opportunities
- Contributing to the status, profile and promotion of the visual arts locally, nationally and where appropriate, internationally

### **Administrator**

### **Person Specification**

### **RELEVANT WORK EXPERIENCE**

#### **Essential**

- Accounting background
- Experience of working in an office, administration environment.
- Experience of developing budgets with budget holders and managing accounts
- Proven experience of working in an environment with fundraising, income generation, encouraging collecting and / or philanthropy.
- Experience of working in a charity environment
- Experience of budget preparation, management and cash handling
- Experience of team working
- Awareness of the Welsh context
- SAGE experience or familiarity with accounting software
- Book keeping experience
- Auditing experience
- Keeping accurate staff records that meet GDPR standards
- Taking minutes and maintaining accurate records of meetings

- Maintaining up to date information on all staff
- Payroll
- Tax management and VAT returns
- Online Banking
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Understanding of Full Cost Recovery systems

### Desirable

- Knowledge and experience of contemporary arts.
- Experience of cashflow forecasting
- Processing and presenting data
- Managing large and small amounts of money coming from different sources, and going to different sources
- Knowledge of Gift Aid
- Experience of Full Cost Recovery systems

## SKILLS AND ABILITIES

### Essential

- Developing and maintaining secure databases
- A willingness to research and provide data and information from a variety of sources that promotes the value of the arts and culture in society and our impact on health and wellbeing, community cohesion, raising aspirations, and economic development
- A qualification or experience in a relevant area or be a member of any of the following bodies:
  - Institute of Chartered Accountants
  - Association of Chartered Certified Accountants
  - Institute of Chartered Secretaries and Administrators
  - Chartered Institute of Management Accountants
  - Chartered Institute of Public Finance and Accounting
  - Company secretary of a public company
  - Be a barrister, advocate or solicitor called or admitted in any part of the UK
  - Be a person who by virtue of their holding or having held any other position or their being a member of any other body, appears to the directors to be capable of discharging the functions of the secretary of the company. (Companies Act 2006, s.273)
- Strong interpersonal skills

- Excellent written and spoken communication skills
- Excellent forward planning, time management and organisational skills
- Ability to communicate effectively with different stakeholders and user groups
- Flexible attitude and ability to work in a small dedicated team and adapt to change easily

### Desirable

- BSc degree in Finance, Accounting or Economics
- Ability to communicate fluently in the medium of Welsh. Basic conversational Welsh Language and Welsh in the Workplace skills and a willingness to develop those skills if not fluent

## **PERSONAL ATTRIBUTES**

### **Essential**

- Energetic, innovative, enthusiastic, positive, able to think laterally and enjoy problem solving
- Enjoys a challenge
- Attention to detail and ability to spot numerical errors
- Friendly and approachable
- An ability to explain financial spreadsheets to non-finance people
- A strong team player able to work on own initiative.
- Organisational and time-management skills
- A broad sense of how the arts impact on society, health and wellbeing, and community or a willingness to learn.
- Strong social and communication skills.

### **Desirable**

- A person with “can do” attitude who brings positive enthusiasm to their role
- Experience of community work or volunteering
- Personal interest in visiting galleries, concerts, theatre, and events