

## Finance & Admin Officer

Full Time – permanent contract

Deadline for applications: **Wednesday 24 January at 12pm**

For full Job and application details, visit:  
<https://www.theaudienceagency.org/careers>

Interviews will take place **Monday 29 January** at our Manchester office.

Please see the Application Form for information about how to apply; please contact us on 0161 234 2956 or [jobs@theaudienceagency.org](mailto:jobs@theaudienceagency.org) if you require this information in an alternative format.

### The Audience Agency

The Audience Agency is the national not-for-profit organisation supporting cultural organisations to understand and grow their audiences. The Audience Agency provides advice, intelligence and ideas for cultural organisations planning to increase and engage audiences. We work with arts, museums, heritage and other cultural organisations across England, to offer practical support and an unrivalled body of audience intelligence. For more information about our organisation and team please see [www.theaudienceagency.org](http://www.theaudienceagency.org)

### Background to the post

A vacancy has arisen in our Finance & Operations team for a Finance & Admin Officer, based in our Manchester office. The role will primarily support the Finance function, alongside other administrative duties. The role will help deliver an accurate, efficient and effective finance service to the rest of the organisation, and other stakeholders, through the maintenance and development of finance processes, and timely and relevant reporting.

# Role description and duties

## Description of the role

As a key member of the Finance & Operations team the Finance & Admin Officer works closely with other members of the team to undertake and develop finance and admin tasks. The role has a primary focus on finance, and will work closely with the Finance Manager to ensure day to day financial tasks are carried out effectively and accurately. The finance function has a regular timetable of activities which need to be consistently delivered, and the post-holder will have designated tasks within this timetable, alongside tasks which are shared amongst the team. The role also involves administrative duties associated with the smooth-running of the offices, and HR function, these duties are largely shared amongst the team.

## Main duties of post

The main duties of this role are detailed below:

### **Undertake financial duties, including**

- Invoicing (and tracking using our Sage finance package)
- Credit Control
- Supplier and Client Financial support
- Expenses reconciliation
- Report creation and maintenance (largely through Microsoft Excel and CRM)
- CRM processing and maintenance
- Filing (manual and digital)

### **Undertake Operational & other administrative duties, including**

- HR administrative duties
- Travel booking & administration
- File and database management

## Additional job details

### Progress monitoring

In accordance with standard business practice this role is subject to the successful completion of a three month probationary period. During this period we will review with you your on-going performance and suitability for the post.

### Salary

The post is offered on a full-time basis at an annual salary, in the range of £18,000-£19,000 depending on skills and experience.

### Location

The role will be based at our Manchester office and the post holder will report to the Finance & Admin Director.

### Hours

Normal working hours for full time employees are 35 per week, or seven hours a day which can be worked flexibly in agreement with your line manager. Core office hours are between 10am - 6pm daily. For full-time staff the normal working day includes one hour for lunch (unpaid).

The Audience Agency will try to be flexible and understanding in allowing staff to adopt hours which suit individual circumstances if these hours do not affect work effectiveness.

### Holiday

The leave entitlement is 25 days per annum. Public/Bank holidays are in addition to this personal leave entitlement.

### Contract

The post is offered on a full time permanent contract, commencing as soon as possible.

## Person Specification

The successful candidate will have the following skills and experience (E=essential, D=desirable):

### Qualifications and/or relevant training

- E Educated to degree level or Equivalent, or demonstrable experience in a finance setting

### Experience

- E At least six months of experience of working in an office environment
- D Experience of working in a financial setting, with experience relevant to the demands of this role (experience of using Sage finance would be an advantage, although training will be given)
- D Experience of working either in a cultural organisation, for a not for profit organisation, or on funded projects

### Project/team working

- D Experience of working in team environment
- D Experience of working, and communicating with internal and external stakeholders

### Other skills

- E Excellent IT skills including Excel, Word, PowerPoint, email, internet and Financial software

### Personal qualities

- E Numerical confidence, accuracy and rigour
- E Excellent written and verbal communication skills at a professional level
- E High levels of customer service, professionalism, and an organised and thorough approach, with close attention to detail
- D Knowledge of the arts, cultural and/or heritage sector, and a commitment to the aims and objectives of the organisation.