



Job Description

Job title	Finance and Admin Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Arts and Cultural Services	Salary	SK8 (£29,280 per annum)
Location	Home and office-based working, across SKDC Arts Venues in Stamford, Bourne and Grantham	Contract	Permanent

Main Job Purpose

This role will provide general and financial administrative support to Arts Centres across the Council and support the Arts and Cultural Services Manager in the running of the service.

To support smooth running of the back office administration processes, adhering to financial regulations of the Council.

To support and assist in the delivery of the programme of events to support the Cultural Strategy.

This role is not politically restricted

Main Statement of Responsibilities

- Maintain financial records in accordance with Council procedures, process supplier invoices and invoicing of customers.
- To undertake general office administration and finance duties to support the service, including assisting the team in responding to Freedom of Information requests
- Communicating with Theatre and Film Companies and reconciling returns and splits.
- Ensure floats are prepared for in house sales for bars and programmes.
- Set up weekly advance sales reports for forthcoming theatre and film companies.
- Prepare weekly cash reports for all sales including online sales and code in accordance with the councils finance system for banking.
- Assist the Venue Managers with room hire administration and ensure the diary system and database is maintained.
- Use Council finance systems to invoice users of the venues, and calculate settlements with regards to events and ticket sales.
- To monitor stocks of stationery and office equipment and replace as necessary.
- Contribute towards the smooth running of the Arts Centre by organising the administration and paperwork for events.
- Be proficient in the use of our central CRM sales and marketing software system (Spektrix) and our central diary system (Artifax) and Invoicing System (Unit4).
- Assist with budget monitoring providing financial reports and general support.
- Assist with the preparation of statistical information.
- Completion of financial returns for the Performing Rights Society.
- General administrative support to relevant arts projects.
- Assist the Programme and Events Officers with contracts, fees and correspondence.



- To be part of a team wide rota to cover reception duties as and when required
- Be Fire Marshall Trained and First Aid trained to support the venues where required within opening hours

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Manages time effectively and delivers against agreed objectives
- Ability to prioritise and meet deadlines
- Takes personal responsibility for own work and focuses on solutions to ensure agreed objectives are met
- Respond to customer's needs and learn from feedback to improve the customer experience
- Previous experience of working in a finance related role
- Strong ICT skills including experience of using Microsoft Excel
- General administrative duties
- Evidence of managing bookings over the telephone, via email, or face to face.

Desirable

- Previous experience of using a finance system
- Previous work in an Arts Centre or similar environment

Relevant Qualifications

Essential

- Current full driving license or the ability to make suitable travel arrangements
- First Aider (Training Provided)
- Fire Marshall (Training Provided)

Desirable

- Willingness to undertake further training

Communication and Interpersonal Skills

Essential

- Strong interpersonal and communication skills
- Able to work on own initiative
- Ability to work individually and as part of a team
- Customer Care Skills



- Attention to details with a focus on accuracy and quality
- Self-motivated and enthusiastic