**Glenkens Community & Arts Trust Ltd**

**Job Description – Business Support Assistant**

 **(PT, Permanent)**

**Aims of the Arts, Culture and Heritage Programme**

Glenkens Community and Arts Trust (GCAT) strives for healthy, active, creative, connected and inclusive communities in which people of all ages can live, work and grow.

To help make this future a reality, we work with others to enrich the lives of people in our communities, by providing inclusive social, artistic and creative activities, experiences and opportunities for progression.

Contributing to this organisational vision and mission, the overall strategic aim of the Business Support Programme is that **GCAT will be an effective, sustainable and value driven organisation, demonstrating best practice in all aspects of leadership, management and support and governance.**

Embedded within this higher-level strategic aim, are intermediate outcomes that we would hope to achieve within 3-5 years:

* The Board of GCAT provides excellent governance to ensure that charity is run ethically, legally, efficiently and effectively
* GCAT has effective HR systems and processes which help to maximise its human resource for the benefit of staff, volunteers and users.
* GCAT has the required finance and resources to enable us to achieve our aims now and in the future
* GCAT has effective admin, finance, IT and business support functions
* GCAT has a brand, website, social media and marketing strategy which fully reflects the diverse work
* GCAT has accessible, safe, healthy and welcoming buildings to enable us to deliver our work
* GCAT is a learning organisation which understands stakeholder need, is reflective about the impact of our work and involves our stakeholders in evaluation to make improvements

Each of these intermediate outcomes have associated activities and outputs deliverable over 1-3 years, which comprise the workplans for staff and volunteers, and all of which are summarised within our Strategic and Operational Plans.

**Overall Role and Accountability**

Comprising part of our Business Support team, the **Business Support Assistant** will work closely with our Business Support Manager and the team to support the strategic and intermediate outcomes for our business support programme (one of 5 strategic service areas[[1]](#footnote-1)). They will have particular responsibility for financial support (including purchasing, invoicing, debtor and credit management), administrative functions, and will support the Business Support manager in ensuring HR systems and processes are followed. GCAT is also developing chargeable support services to other not for profit organisation in the area for their finance, secretariat and governance obligations. This recognises the increased complexity of these activities where a ‘centre of excellence’ can provide compliant and cost effective services to enable these organisations to focus on delivery of their objectives.

The **Business Support Assistant** reports directly to the Business Support Manager. The Business support team is supported by and reports to the Audit and Finance Committee and the Board.

**Principal responsibilities for this Service Area**

* To support the organisation's vision, aims and objectives, policies and activities, particularly in relation to the Business Support Programme
* To assist in providing an effective business support function which underpins and supports the effectiveness of all other service areas of the organisation.
* To work with colleagues, contractors, users and key relevant partners to ensure quality and to develop the future direction of this service area.
* To support the preparation and implementation of business strategies, plans and budgets for all service areas
* To support effective financial stewardship of the Organisation
* To support other not for profit organisations with their finance, secretariat and governance obligations.

In pursuit of the above, the Business Support Assistant’s duties will include:

**Income Generation and Fundraising**

* Supporting colleagues to maximise income generation including from sales, sponsorship and fund-raising
* Supporting colleagues to develop funding application budgets
* Supporting colleagues to produce grant claims and reports for funders and maintaining good relationships with donors and sponsors

**Financial Management**

Day to day activities

* Processing income and expenditure streams
* Preparing bank lodgements
* Reconciliation of bank accounts and company credit cards
* Invoicing for sales and chasing debtors
* Processing invoices received, obtaining authorisation and preparing payments in line with agreed terms
* Creditor control and monthly payment of monies due to creditors
* Maintaining records of donations and gift aid claims
* Filing in respect of all financial functions

Budgeting and Reporting activities

* Assist in preparing annual budgets for the Business Support Programme and the Organisation as a whole
* Assisting producing and controlling budgets of other service areas
* Assist in producing financial management reports and information for GCAT Board, Senior Manager and other staff where appropriate, including variance reporting between budget and actual income / expenditure
* Assist in the preparation and delivery of financial reports and required evidence to funders

Audit and returns

* Assist in the preparation of annual audit file
* Assist in the preparation and submission of regular VAT returns

Financial processes, policy and procedures

* Adhering to GCAT financial systems and procedures

**Asset Management (with the exclusion of vehicles)**

* Holding an inventory of all physical assets for the organisation, including an overview of depreciation

**Administrative and other Business Support Activities**

* Providing secretariat and minute taking functions
* Supporting local not for profit organisations with finance, secretariat and governance support.
* Assisting front of house as required, including reception, shop, café in the daily running of CatStrand

**HR**

* Follow GCAT internal policies and procedures
* Support the Business Support Manager to ensure that effective systems of internal communication are in place within the Business Support Team and across the wider organisation
* Participate in training and continued professional development opportunities as relevant

**Health & Safety**

* Ensuring all relevant statutory Health & Safety regulations are complied with

**Representation/PR**

* Representing the CatStrand / GCAT to the media, funding bodies, businesses, local and national organisations, and the wider community in relation to the Business Support Programme

**Legal functions**

* Ensuring all relevant statutory regulations are complied with in this service area

**Board**

* Presenting/ reporting to GCAT board as required
* Taking on any other duties as reasonably requested by the board

**Business Support Assistant** **PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **EXPERIENCE** | Experience of monitoring budgets | Experience of secretariat and governance matters in the charitable sector |
|  | Experience of providing administrative support  |  |
|  | Financial processing experience  |  |
|  | Experience of handling and recording cash |  |
|  | Experience of working in a busy environment |  |
| **KNOWLEDGE & SKILLS** | Sound knowledge of using MS Office Suite | Experience with Xero Accounting software |
|  | Competent level of IT skills  | Financial qualifications including/or relevant job experience |
|  | Organisational skills including scheduling, working with deadlines and future planning.  |  |
| **PERSONAL QUALITIES** | Strong organisational and accuracy skills |  |
|  | Ability to plan and prioritise work and deliver to time deadlines |  |
|  | Excellent Communication Skills | Presentation skills |
|  | High Level Written & Oral Skills |  |
|  | Innovative & Ambitious |  |
|  | Calm under pressure |  |
| **MOTIVATION & EXPECTATIONS** | Focused on high personal and organisational performance | Based in the Glenkens |
|  | Delivery of a high standard of work and customer service |  |
|  | Working with others to deliver service sustainability | Full Driving Licence |

**Basic Terms and conditions**

**Salary**: £20,000 pro rata (permanent, part-time, subject to a 3 month probationary period), payable monthly in arrears

**Hours**: 24 hours week, on a flexible basis.

**Pension**: GCAT operates a NEST pension scheme, which you will be automatically enrolled into

The payments into your pension are:

Your contribution - 5.00% of your pensionable pay. This will be taken directly from your pay and will appear on your payslip.

Our contribution – 3.00% of your pensionable pay. This will be paid directly to the pension provider.

**Holiday**: 32 days including public holidays pro rata

1. Our 6 strategic service areas within our Strategic Plan include arts, culture and heritage; enterprise and facilities; community engagement; community transport; and our business support function [↑](#footnote-ref-1)