



FINANCE ADMINISTRATOR APPLICATION PACK

ROLE SUMMARY

Job Title: Finance Administrator & Executive Assistant

Employment Basis: 37.5 hours per week

Salary: £28K - £30K pa

Employer: Design West

Location: Design West, 16 Narrow Quay, Bristol, BS1 4QA

Reporting to: Director

Period: Permanent

Probationary Period: 3 months

Holiday: 25 days plus Bank Holidays pro rata

Benefits: Company Pension, Staff Discount on Food & Drink, Staff Socials & Paid-for Xmas Meal, Company Loyalty Annual Bonus Scheme, Private Healthcare after 1 year service.

We envisage a full-time role but are open to approaches of 0.8 FT / 4 dpw pro-rata, should this suit a strong candidate. All offers of employment are subject to the receipt of satisfactory references.

MAIN PURPOSE

We are an energetic, collaborative & creative team committed to shaping a better world through design & placemaking. As a charity we've gone through a period of growth and seek a Finance Administrator & Executive Assistant to support the foundations of the organisation.

We are looking for a conscientious individual with strong attention to detail, who thrives on keeping things in order, to play a vital supporting role to a growing charity based on Bristol Harbourside. You'll be keeping the books & providing administrative support to the Director to achieve the best for the charity.

MAIN RESPONSIBILITIES

Book-Keeping

- Day-to-day financial administration of the charity and trading arm, including raising sales invoices through Quickbooks, accurately recording all income & chasing payments (we use electronic filing & cloud-based systems)
- Purchase ledger, making payments & recording all purchase data in Quickbooks
- Monthly reconciling in Quickbooks & correcting discrepancies
- Running monthly payroll & submitting pension data
- Keeping up-to-date with HMRC rules, submitting gift aid, VAT returns & PAYE payments as required
- Lead on banking & processing expenses (we rarely use cash)
- Providing administration around contract set-up (new supplier forms etc)

Finance Reporting

- Assist with preparation of Management Accounts, grant reports & regular project reports
- Assist with preparation of annual accounts & preparation for audit

Executive Administration

You will provide invaluable support to the Director in the smooth running of the charity:

- Support co-ordination of Board meetings, papers, minute-taking & capturing actions.
- Ensure board & company details are up-to-date with Charity Commission & Companies House
- Support & record actions from SMT & key staff meetings
- Work with the director to ensure annual reports & grant reports are submitted as required
- Update policies, draft contracts & update the staff handbook
- Record staff holidays, sickness & basic HR tasks
- Support Director travel, workload & calendar management

General Administration

- Support the Venue Ops Manager leading on managing some suppliers to the building (e.g. electricity) & billing of tenants
- Place stationery orders for the office & manage office budget

Other

- Undertake administrative duties as deemed reasonable, as requested by the Director to support the success of the organisation
- Occasional evening work may be required

PERSON SPECIFICATION

We seek an experienced financial administrator & exec assistant with proven book-keeping & strong organisational skills to join our friendly team.

Essential

- Professional experience of financial administration including managing payments, sales & customer relationships (minimum of 2 years)
- Educated to A-level or degree level
- Working experience in the use of Quickbooks or a similar finance software
- Highly organised with excellent attention to detail
- Efficient with good time management skills
- Strong understanding & experience with Excel, Word & good IT skills
- Appetite for learning digital skills & tools to help organisations run more smoothly
- Conscientious with a can-do approach to tasks & learning new skills where needed
- Ability to multi-task & good at prioritising
- Accurate & clear written skills
- An ability to quickly extract key information & actions from meetings
- Positive attitude to work
- Suited to playing a supporting role & comfortable taking direction
- Flexible approach. We are a small dynamic team, who care about the work we do, we have a flexible approach to taking on small projects or staying late when needed to get the job done & you will too
- Good at dealing politely & professionally with people (the team, our customers & suppliers)
- Responsible, accountable & can handle confidential matters with discretion
- Commitment to continuing own personal development & keeping up-to-date with legislation & best practice
- Enthusiasm for working in a charitable & cultural organisation

Desirable

- Book-keeping qualification
- Experience of charity administration
- Enthusiasm placemaking & design

APPLY

We are looking for someone to start with us ASAP. To apply, please provide us with a current CV (up to 2 pages) & a letter of application outlining your interest in & suitability for the role. Please refer specifically to the Responsibilities & Person Specification, ensuring your letter is no longer than three pages. Address your letter to the Director.

- **EMAIL** applications to anna.rutherford@designwest.org.uk
- **DEADLINE:** All applications must be received by **Fri 7 June**
- **START DATE:** ASAP

- **INTERVIEWS:** Anticipated Interview Date: **Wed 12 June**
 - *Design West is an equal opportunities employer & welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*
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ABOUT US

Design West is a global centre of excellence for design and placemaking, based in the heart of Bristol.

Our programmes inspire, inform and involve people in the design of the world around them. We work across sectors and society to innovate, co-design and challenge. We are international and local, bringing the best people together to shape better places.

A registered charity, our mission is to inspire the public, politicians and professionals across the built environment to design better, healthier, places to live, work and relax.

Our vision is a world designed for life.

Over the past 18 months we have transformed our harbourside home into a stylish new venue & café-bar. Established as a leader in design and placemaking we have recently expanded our services across the whole of the South West, working from Cornwall to Exeter to Bristol and Swindon

Our Values: We are collaborative, creative, expert, independent, inclusive & visionary.

Our main areas of work are:

- **Inspirational Programmes:** Our world class public programmes inspire and involve. From the Stirling Prize to 6 O’Clock Sessions, city tours (Bristol Open Doors) to an exciting new awards strand.
- **Design Consultancy:** Our Design Review Service drives the development of better, greener, more sustainable places right across the South West.
- **Placemaking:** We bring people together to co-design and vision great places. We collaborate with public and private sectors, leading with creativity and community.
- **Education:** Our award-winning Shape My City programme accelerates the best diverse talent in partnership with schools, universities and the private sector.
- **Strategy & Policy:** We support local government to address the challenges of today.