**ROLE DESCRIPTION**

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| **Position:** Business Administrator | **Reports to:** Centre Manager |
| **Location:** Caistor Arts & Heritage Centre, 28 Plough Hill, Caistor LN7 6LZ | |
| **Primary Functions**   * To assist the Centre Manager with operational administration tasks * To provide support for events and activities held at the Centre * To take a proactive role in the promotion of the Centre and its facilities, helping initiate new ideas to expand the customer base. | |
| **Duties to include:**  **Finance:**   * Prepare the months’ accounting file * Upload invoices/receipts to DEXT for purchasing cards and maintain journal * Transfer creditor invoices via DEXT to bookkeeper * Maintain the daily sales reports for Banking Summary file * Prepare invoices (room hire/events) and Art Sales report and balance transfer notices * Maintain Petty cash journal via DEXT; include Zettle sales * Raise recharge invoices for Salaries, internal funding, etc. via QuickBooks   **Marketing:**   * Promotion & Marketing of the Centre’s Programme of events * Creation of posters / fliers and leaflets using Canva or another * Circulation of media information across various media platforms   **General:**   * Deal with general enquiries providing a high standard of customer service * Assist with the maintenance and updating of the Centre’s mailing lists * General filing and archiving * Assist with the promotion of the Friends of CAHC and Volunteering opportunities * Additional duties as required within the general scope of the post. | |
| **Essential Skills**  Excellent Computer skills  High Standard of work.  Good organisational skills.  Must be able to motivate yourself | |
| **Desirable Qualifications**  Knowledge of databases, Dext, QuickBooks, Zettle, online banking, Canva, Meta Business, EventBrite and MailChimp. | |