**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.
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| **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.
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| **Essential Skills**Excellent Computer skillsHigh 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. |