

Job Description – Website and Finance Administrator

Purpose of the role

To provide administrative support in relation to the management of ART finances for the Events website and ART Shop. To monitor and maintain the organisation's websites and social media sites to ensure a high-quality user experience.

Key duties and responsibilities

- Websites and Social Media
 - Add/amend online resources, news, course reports etc. on the ART websites
 - Post information on ART's social media sites and respond to messages on these platforms
 - Provide administrative support to the ART Communications and Marketing Lead as needed
- Finance
 - Monitor course/event bookings on the ART Events website and ensure the financial administration processes in relation to events are completed
 - Monitor ART Shop orders and ensure the financial administration processes in relation to the shop are completed
 - Provide administrative support to the ART Treasurer as needed
- General duties
 - Ensure all resources are brand compliant
 - Spell check, proof-read and modify resources as requested
 - Document management and version control on ART's Google Drive
 - Provide basic cover when the ART Administrator is absent
 - Perform any additional administrative duties, as requested by the Office Manager, in support of ART

Skills and attributes

- Detailed knowledge of MS Office, particularly Excel, PowerPoint and Word
- Knowledge/experience of using web-based content systems
- Knowledge/experience of using financial accounting systems
- Experience of posting on social media sites on behalf of an organisation
- Excellent organisation skills and ability to work alone
- An eye for detail, good spelling and grammar
- Graphic design experience would be desirable
- Knowledge of change ringing with an interest in training and education would be desirable
- Knowledge of copyright and data protection legal requirements would be desirable
- Knowledge of Moodle, WordPress, Presta Shop and QuickBooks would be desirable

General information

- **Reports to:** ART Office Manager
- **Primary Location:** Home working with very occasional UK travel
- **Salary:** Competitive salary, depending on experience
- **Employment Duration:** One year rolling contract, with annual review of funding
- **Hours:** 15 hrs per week.
There may be a limited requirement for overtime when covering for the ART Administrator. Exact working hours and pattern for discussion. (Some occasional evening and/or weekend work may be required.)
- **Holiday entitlement:** 25 days, plus statutory holidays pro-rata
- **Pension:** 5% defined contribution