

# CCA: Centre for Contemporary Arts

## JOB DESCRIPTION

Job Title: Administration Assistant	Status: part-time 3 days a week (every Thursday + other days negotiable)
Reports to: Operations and Events Manager	Last revised: April 2025

### 1. ORGANISATIONAL POSITION

1.1 See attached chart.

### 2. PRINCIPAL AIMS OF THE POST

2.1 Reporting to the Operations and Events Manager, the post holder will be responsible for supporting the Operations team, the Finance Manager, and the Executive Director with general administrative tasks, private hire contracts, and basic financial support. They will also be responsible for general office duties, ensuring that the CCA office operates efficiently and effectively.

### 3. PRINCIPAL DUTIES

*This job description describes the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.*

#### 3.1 General office duties

- Ensure that the general office environment is clean, safe and secure, liaising with the Operations and Events Manager over any matters of concern.
- Create, develop and maintain efficient administrative systems and procedures.
- Maintain paper and electronic filing systems and ensure that filing is completed accurately and timeously.
- Maintain a finance, HR and building information archive. Ensure that all documentation is stored in a retrievable system and that all non-required information is disposed of securely.
- Ensure office supplies and stationery are kept at optimum stock levels. Place and receive orders for such supplies within the allocated budget.
- Receive incoming mail and process all financial statements and invoices as they arrive.

- Prepare outgoing mail for general posting requirements of office staff (larger mail outs will be dealt with by marketing/box office/programme teams)
- Be the point of contact for maintenance issues concerning all printers and faxes.
- Perform minute taking duties for Operations Meetings, Health and Safety Meetings and Board meetings, plus subcommittee meetings as required

### **3.2 Hires**

- Completing financial settlements for each hire, event and production in liaison with the Operations and Events Manager
- Communicating with clients to ensure agreements are signed in a timely manner
- Support the Operations and Events Manager in managing the calendar, ensuring it remains up to date.

### **3.3 Human Resources administration**

Support the Executive Director in day to day matters relating to staffing as required, including the following:

- To be responsible for all vacancy handling including the following:
  - working with the Executive Director to prepare an application pack for the vacancy
  - receive and respond to enquiries from potential candidates
  - arranging interviews
  - processing reference requests
  - preparation of employment contracts and job offer letters
  - notifying unsuccessful candidates
  - arranging and processing Disclosure Scotland applications (if appropriate)
- To prepare resources for new starts including the following:
  - ensuring suitable ICT equipment is ready and available to use
  - ensure induction paperwork is prepared and available to use
  - arranging access fobs
  - setting up email accounts
- Maintain personnel files
- Process and monitor holiday and sickness paperwork and keep the holiday tracker and diary updated.

### **3.4 Financial Administration**

- Use Xero software
- Receiving and filing invoices, keeping a log or register in a tracking spreadsheet.
- Forwarding bills to accounts inbox for Xero processing by Finance Manager.
- Maintaining a Supplier statements folder for purchases.
- Maintaining Income statements folders for sales, hires and other revenues
- Responsible for issuing petty cash payments, monthly reconciliation and replenishing of the petty cash account
- Responsible for making payments every Thursday, following approval from the Executive Director.
- Distributing rental invoices for cultural tenants
- Provide administrative support to the Finance Manager on a weekly basis.

### **3.5 Other**

- Ensure confidentiality on all of CCA's financial and personnel issues
- Adhere to CCA's procedures
- Undertake any other reasonable request, appropriate to the post, made by the Operations and Events Manager
- To understand and support the aims and objectives of CCA and to ensure these are reflected in the delivery of the role.

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## PERSON SPECIFICATION: Administration Assistant

KNOWLEDGE	ESSENTIAL (E)/ DESIRABLE (D)
An in depth understanding of administrative systems and processes	E
General knowledge of finance, accounting, budgeting, and cost control procedures.	E
Knowledge of office supplies and equipment	D
Broad knowledge of, and an interest in, contemporary arts	D
Understanding of the principles of book-keeping	D
EXPERIENCE	
Experience of office administration	E
Experience using accounts software, Xero	E
Experience of maintaining accurate financial records in an organisation	E
Experience of reporting on organisational environmental issues	D
Experience of HR admin and vacancy handling	D
SKILLS AND ABILITIES	
Excellent administrative and organisational skills	E
Excellent interpersonal skills	E
Strong problem solving ability	E
Excellent communication skills (both oral and written), with the ability to communicate with a wide and diverse range of people	E
Ability to efficiently manage a busy workload and prioritise as appropriate to meet targets and deadlines	E
Ability to use computerised systems (word-processing, database, and spreadsheet), with good keyboard skills.	E
Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way	E
PERSONAL QUALITIES AND ATTITUDES	

Commitment to continuous improvement	E
Tactful and diplomatic	E
A positive and enthusiastic self-starter	E
Flexible, proactive and responsible in approach	E
A team player	E
Is thorough and pays attention to detail	E