



Deadline for applications: 9am **Monday 4 July**. Interviews will take place on **Friday 8 July 2016**.

### **Box Office and Finance Administrator**

To apply for this vacancy please email your CV and supporting statement (no more than one side of A4) outlining why you are applying for this role and how your skills and experience fit the job description and person specification. Please email [office@adec.org.uk](mailto:office@adec.org.uk) marking your email subject as *Job Application* or send by post to Babylon ARTS, Waterside, Ely, CB7 4AU.

## **Babylon Arts / Arts Development East Cambridgeshire (ADEC)**

*Putting arts, culture & entertainment at the heart of everyday life*

ADEC runs Babylon Arts; we are a Charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We are based in a former malthouse and brewery where the Administrator's role will be based within our riverside gallery. We operate Ely Cinema, the Babylon Gallery and run numerous arts projects around the County. Our current Administer is moving on after 5 years and we are looking for someone to work within our small team.

### **PERSON SPECIFICATION**

**JOB TITLE: Box Office and Finance Administrator**

**LOCATION: Babylon Arts, Waterside, Ely, CB7 4AU**

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#### **1. MAIN PURPOSE OF THE ROLE**

- Process and code all finance transactions, payments and outgoing invoices and work closely with the Accountant and the Treasurer to monitor and produce regular reports from the cloud based accounts system XERO
- Carry out the general day to day administrative duties in the office and deal with customers in the Gallery and on the telephone for both retail sales and box-office enquiries and bookings.

#### **2. REPORTING TO**

- Director – Gallery, Events & Cinema

### **3. KEY DUTIES AND RESPONSIBILITIES**

#### **Finance Administration**

- Process all transactions using Xero system and ensure they are correctly coded and filed
- Process all cash and credit card sales and reconcile
- Undertake credit control monitoring outstanding invoices and using our user-friendly cloud based accounts system (XERO), produce invoices against purchase orders
- Organise floats and change for the Gallery, events and Cinema and process
- Undertake weekly banking procedure
- Be the first point of contact for finance related queries
- Produce monthly reports from the Xero system and any other ad-hoc reports required
- Liaise with the Accountant and Treasurer

#### **Box Office & Gallery Administration**

- Open Gallery each day and check everything is in order
- Undertake all administration in connection with the sale and booking of tickets for the cinema and other events
- Produce a quarterly analysis of Gallery shop sales from XERO, stocktake products and arrange payment to artists and producers for any sales.
- Track advance sales for the cinema and live events
- Liaise and produce rota sheets for the Duty Manager and Stewards
- Process Babylon Arts Memberships
- List all events on the Babylon Arts website and send timely reminder emails to the Babylon Arts database of members and customers including mailings when required
- Support and assist with Gallery exhibition installations and change-over when necessary

#### **General office administration**

- Keep Babylon Arts website updated
- Order and maintain all stationery and copier sundries
- Check telephone messages and respond or pass on as appropriate
- To undertake any other reasonable duties as requested.

#### **Note:**

This role may necessitate working occasional unsocial hours during evenings and weekends

## **Babylon ARTS / Arts Development East Cambridgeshire (ADEC)**

### **PERSON SPECIFICATION**

**JOB TITLE: Box Office & Finance Administrator**

**LOCATION: Babylon Arts, Waterside, Ely, CB7 4AU**

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#### **Essential Criteria:**

- You will be working in a customer facing role with both artists and the general public and must be able to demonstrate excellent communications skills.
- You will be a sound administrator with good people skills and at least 18 months to two years' experience in a customer facing environment.
- You will be literate and numerate with a minimum of GCSE in English and Mathematics A-C
- You must be able to multi task to work in the Babylon Gallery in a public facing position whilst also taking on tasks related to finance administration.
- You will have proficient IT skills with the ability to work with a range of software.
- You will be able, after training, to effectively use the in-house online cloud finance system
- You will be able to work methodically and accurately and maintain confidentiality

#### **Desirable Criteria:**

- Educated to A Level standard
- Experience of working with a cloud based online finance system
- An interest in the arts

#### **Skills:**

- Proven skills in an office administrator role
- An understanding of financial administration
- Able to use IT systems including databases, spreadsheets, electronic filing, mail, merge software and confident to become proficient with IT systems
- Strong numeracy skills
- Diplomatic and professional manner

- Good communication skills, in person and on the telephone, including the ability to work flexibly and helpfully as a member of a small team, and on own initiative
- Good organisational skills, including the ability to plan and prioritise own workload and multi-task
- Attention to detail

### **Personal qualities**

- Good personal presentation
- Reliable and confident
- Enthusiastic and friendly
- Team worker
- Willing to learn from colleagues and undertake training