



**FINANCE & HR
ADMINISTRATOR
JOB PACK**

EAST ST ARTS

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Cover letter

Hello

We are so pleased that you are interested in this post. If you don't already know us - East Street Arts are a creative social enterprise and charity. We support artists to create space for making art, interactive events and learning opportunities to make our cities better places to live and work.

Our work can be seen on buildings, in the high street and in our neighbourhoods, and as part of the range of permanent and temporary buildings we manage. We are here to support artists as we believe they have the talent, energy, ideas and determination to change our worlds.

Founded by two artists 29 years ago, we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors. The team is made up of 27 staff members and freelancers working across a diverse range of programmes and projects.

We always work with an entrepreneurial spirit, which means we like to do things differently, take risks and change our minds! We aren't afraid to fail and we always put supporting artists at the forefront of all our decision making.

We encourage applications from those with less visibility in the arts. And specifically welcome applications from LGBTQIA+, Disabled and Black, Asian and Minority Ethnic candidates. Self-definition is at the sole discretion of the Applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and of course the way we work and our workplace to adapt to the needs of any employee experiencing access barriers. If you're interested in this role, but aren't sure if it is for you, you are welcome to contact us for an informal conversation. We can tell you a bit about what it is like to work here, and you can ask any questions you need to before committing to applying.

If you want a chat please email us at: jen.atkinson@esamail.org.uk

We are trying to make our application process as open and accessible as possible, so if you have any feedback we would love to hear it.

Otherwise, read on and apply! We can't wait to hear from you.

This position is an opportunity to play a significant role as part of a thriving, dynamic and creative organisation based in Leeds, with a national and international reach.

Role Overview

This position is an opportunity to play a significant role as part of a thriving, dynamic and creative organisation based in Leeds, with a national and international reach. If you take pride in being organised, adaptable and enjoy working in HR and finance administration then this is the role for you.

We're looking for a person with excellent administrative, communication, problem solving and time management skills. If you are passionate about being organised, like to work across a range of company tasks and duties, and enjoy supporting colleagues to ensure we run smoothly.

You will be reliable, resourceful and ready to get involved in the range of work we do while being supportive of your co-workers, peers and the stakeholders we work with.

Through our Spaces team we manage over 100 properties across the country. This position provides vital support with the utility accounts and some general admin to enable our spaces to run smoothly

We believe that good practices through HR are crucial to ensuring a supportive and diverse workforce and we have senior staff members that lead on this area and are supported by an external agency Thrive. This position will support the ongoing processes within recruitment, policy reviews and day to day coordination of staff support and data.

This role incorporates our Company Secretary which means you will have responsibilities for attending board meetings, taking minutes and generally ensuring our Trustees and staff have what they need for Board meetings. The Company Secretary is also responsible for notifying the Charity Commission of any changes to the trustees and submitting the annual returns to Companies House.

The role will also provide essential day to day support to the Finance Controller through a range of finance-related duties.





Purpose of the Role

The Finance and HR Administrator will work closely with the Financial Controller and Space and Places Lead to manage the Finance, Spaces and HR administration. The post will also provide admin support to the Artistic Director with recruitment and updating the HR policies. You'll work across a broad range of responsibilities spanning finance, account management, record keeping, utilities and business rates.

Finance

- Reconcile bank transactions on Xero
- Deal with accounts queries
- Create and issue invoices and credit notes
- Debt management
- Input purchase invoices and rates bills onto Xero
- Make weekly payments to suppliers
- Purchase the office supplies
- Manage the Finance email account

Spaces

- Manage all new and on-going applications for utility accounts
- Handle incoming post and queries for all utility accounts
- Work with our stakeholders such as studios holders, local authorities, landlords and agents for information gathering and case support

HR and Policies

- Coordinate personnel administration including recruitment, induction, freelance and employment contracts and visa applications
- Ensure that the HR system, Breathe HR, is kept up to date with staff details
- Support the Artistic Director in ensuring that all policies are updated annually where required

Governance

- Manage the board processes including drafting of papers as required, including agendas, attending and minuting Board meetings and maintaining quality records
- Act as Company Secretary for the organisation



Person Specification

Essential

- Experience of working with and processing financial information including the use of accounting software
- Commitment to diversity, inclusion and equity
- Bookkeeping and budget management experience
- Can multitask, deal with conflicting priorities and variable day-to-day tasks
- Experience of managing a range of filing systems and data
- Proficient and adept IT skills
- Strong numerical skills
- Fast learner with the ability to learn new skills and IT systems
- Ability to produce detailed reports using Excel data and provide analysis
- Well rounded interpersonal skills and is confident in communicating and collaborating with people from a variety of backgrounds and fields.
- Ability to work independently and with resourcefulness

Desirable

- Experience of working with charities and / or Trustees
- Experience working with local authorities
- Knowledge of Leeds
- Knowledge of the arts sector

Terms of the Role

Salary: £22,000

Reports to: Financial Controller

The role is offered full-time at 37.5 hours a week

The role will be office based at Patrick Studios in Leeds.

Flexibility can be offered where needed, including split working from home and on site. This will be assessed on a case-by-case basis and reasonable adjustments will be made

Our office is open 24 hours a day as it is part of Patrick Studios. There is no set office time but most staff work between 8am and 6pm. Some activities will necessitate some evening/ weekend commitments.

East Street Arts base is at: Patrick Studios, St Mary's Lane, Leeds, LS9 7EH.





How to apply

Deadline:

12pm Monday 15th August 2022

Pre application

If you are interested and would value an informal conversation about how it may suit you at this stage in your career, we would love to hear from you. Please contact Jen Atkinson: jen.atkinson@esamail.org.uk
Title your email: FINANCE AND HR ROLE

Submitting an application

Please complete the attached application form and submit to: jobs@esamail.org.uk

Before starting your application, please do take a read through and contact us if anything is unclear or if you need support in making your application.

If you would prefer to make an application by video or voice recording, it should be no longer than 5 minutes and provided as a google link.

In the video, please tell us:

- Your name, postal address, phone number and email address
- Why are you interested in this role and contributing to the work of East Street Arts?
- What skills, knowledge and experiences do you have that are relevant to the role?
- Your top three professional achievements and why you're proud of them?

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you're not completely confident with, let us know and we can work out ways of supporting you better.

Recruitment and selection process

Interviews will take place Tuesday 23rd or Thursday 25th August 2022

If these dates are a problem for you, please let us know in your application. If invited to interview, we will ask you if you need any reasonable adjustments. This includes reimbursing reasonable expenses incurred within the UK.

Interview questions and process will be distributed in advance, in order to give you time to prepare.

EAST ST ARTS

making space for artists

registered charity 1077401

eaststreetarts.org.uk

[@eaststreetarts](https://twitter.com/eaststreetarts)



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