

ARRAN THEATRE AND ARTS TRUST



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Arran Theatre and Arts Trust is delighted to offer this 3-year post, funded by a Ventures Trust award from North Ayrshire Community Planning Partnership.

JOB DESCRIPTION: Finance Administrator – Treasurer

Key Duties:

- Work with Arran Theatre and Arts Trust and the Island Arts Co-ordinator to oversee the management of the charity's finances
- Ensure regular payments are made in a timely manner and accounts are up to date for audit
- Liaise with Arran Theatre and Arts Trust and the Island Arts Co-ordinator to ensure details and support is available for future funding applications

Essential Skills:

- Ability to prepare accounts for audit
- Ability to use IT for financial recording
- Flexibility, to respond to seasonal events and demand

Desirable Skills:

- Ability to manage own time
- Ability to communicate on matters of finance to those involved in the business of Arran Theatre and Arts Trust
- Interest in the creative sector

Terms:

2 hours per week;
£15 per hour;
Flexible hours;
Home working.

Applications: please submit CV and covering letter outlining your suitability for this role by email to arrantheatreandarts@gmail.com by 12noon on Friday 21 October.

Interviews will be held on Arran week beginning 7 November.

We hope that the successful candidate might begin this role as soon as possible.