



bpw

**Belfast
Print
Workshop**

Office Administrator & Bookkeeper

Belfast Print Workshop is seeking new team members to join our growing, dynamic organisation, who can support our work and future.



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Print
Workshop**

We now seek to make the following appointment:

Office Administrator & Bookkeeper

Contract

12-month freelance contract for the role of Office Administrator and Bookkeeper, requiring self-employment registration

Hours

Weekly commitment involves 12 hours (flexible on days, but onsite presence is necessary)

Rate of Pay

£13.00 per hour

Term

12 months with an option to extend past 12 months (subject to funding)

Main Purpose of Job

BPW was established in 1977 to welcome artists interested in the practice and promotion of the art of printmaking. We are focused on our membership and their ability to develop their individual printmaking practices. We offer and coordinate an annual programme of courses, studio demos, artist residencies, exhibitions, skill development workshops and national and international printmaking opportunities.



We are looking for an experienced Office Administrator and Bookkeeper, someone with excellent administrative, bookkeeping and organisational skills with a 'can do' approach to work and the ability to think on their feet.

You will be able to relate well to people and provide support in a cheerful, helpful way, juggle tasks and prioritise workload. Excellent communication skills are crucial for this role and ability to pay attention to fine detail both in the quality and accuracy of information.

This role will support the Workshop Manager and the Board of Trustees to deliver our commitments to our members, participants and studio in achieving the goals of the annual BPW programme.

Essential Criteria

- 5 GCSEs including Maths and English at Grade C or above or equivalent qualification; and relevant third level qualification.
- A minimum of 3 years' experience in office administration and management.
- A minimum of 2 years' experience as a bookkeeper or accounting technician.
- Experience of a computerised accounting package such as Xero and management of online payment systems such as PayPal and Stripe.
- Excellent knowledge of Microsoft Office – Word, Excel spreadsheets, PowerPoint.
- Experience of reporting to a board at a managerial level.

Desirable Criteria

- Experience of Xero Accounting system.
- Experience in budgetary control.

Job Responsibilities will include: Financial and Budget Management:

- Reconcile daily, monthly and annual financial transactions including daily reconciliation of Xero, reconciliation of Stripe, Paypal and Bank balances.
- Manage programme budgets, allocate funds and pay and create invoices as required.

Payment Management:

- Wages, tax, national insurance and pension payments and contractors' payments.
- Rent, service charge and buildings insurance payments.
- Membership fees to various organisations.
- Keep full records of all payments made, keep track of print sales, commissions, stock sales, course fees, membership fees and gift vouchers.
- Liaise with the organisation's accountants.

Evaluation & Acquittal Coordination:

- With the support of the Workshop Manager, provide the Board of Trustees with all documentation required for the completion of evaluations and acquittals as required by each awarding body.

Reporting

- Prepare, reconcile and submit reports as required by our funders.

Membership Earning Management

- Coordinate all tutoring receipts and payments and print sales and payments.
- Keep members up to date with accrued sales totals and payment timelines.

Manage Members Register

- Manage Register of Members and improve and update as necessary.
- Manage the collection of membership fees ensuring payments are made.

Provide support to

- The Workshop Manager and the Board of Trustees in the development of the annual programme, the timetabling and scheduling of events, exhibitions and workshops.

General Office Administration

- Deal with daily email and telephone queries and pass on to Workshop Manager as required.
- Support general duties such as diary management, manage incoming and outgoing mail, photocopying and other tasks to ensure the smooth running of the office.
- Office management - keep the studio office in order and from time-to-time review and update existing systems file systems.

Communication

- Ensure a clear line of communication between the Board and the BPW office.

General administration assistance to

- The Workshop Manager, other contractors, and employees Board of Trustees where necessary.
- Provide monthly reports to the Board of Trustees in writing and containing such information as the Board shall stipulate (from time-to-time reports are to be presented in person to the Board or by Zoom/Teams).



Other tasks

- Support the Board of Trustees with ad-hoc administrative tasks to ensure the smooth running of the BPW office.
- Any other reasonable duties as specified by the Board of Trustees.



How to Apply

Please read the information in this advert and send an email to **director@bpw.org.uk** with the following attachments in Word or PDF format only (we cannot accept links to online CVs, profiles, documents downloads or psd files etc):

1. Your CV, no more than 2 A4 pages long, including your name, home address, email and contact number.
2. A cover letter, no more than 2 A4 pages long, outlining why you're a great candidate for the role based on the criteria in the job advert.
3. Please include the names, addresses, email, phone number and occupations of two people, not related to you, to whom references may be obtained. One of your referees must be your current or most recent employer.

Alternatively, you can post your application and mark it:

For the attention of the Director,
Belfast Print Workshop,
Cotton Court,
30-42 Waring Street,
Belfast, BT1 2ED

The deadline for applications is 5pm on Sunday 29th October 2023.

If you have any other questions email us at **director@bpw.org.uk**

We are an equal opportunities employer, we welcome applications from a diversity of backgrounds and perspectives.

Please let us know if you have any access requirements that we can facilitate.

We reserve the right to enhance the criteria to aid short listing.