

## **British Arts Festivals Association: Administrator job description**

### **PURPOSE OF THE POST**

Working in tandem with the BAFA Director, to support the work of BAFA, ensuring the efficient and smooth running of the organisation's finances and administrative systems, and managing memberships of BAFA. The Administrator will report to the BAFA Director, as well as having contact and meetings with the BAFA Chair and the BAFA Board, who work in the festival sector.

### **MAIN TASKS**

#### Membership

- Deliver high quality member services in order to retain existing members and aid in the recruitment of new members;
- Follow up and maintain regular communication with every member, acting as their main point of contact and support;
- Maintain accurate and up to date records of members' details, pursue and monitor subscription payments and event fees.

#### Finance

- Manage BAFA's day-to-day finances, including managing payments and invoices
- Record transactions in bookkeeping software
- Work with the Director on creating the annual budget and support development of project budgets for events
- Manage BAFA budget and cashflow, supplying financial information to board and finance subcommittee
- Reconcile BAFA's bank statements
- Compile invoices and receipts and liaise with accountants in support in preparation of annual accounts.

### **PERSON SPECIFICATION**

This freelance post will suit someone who is well organised, proactive and personable, able to work at a high level of detail but also personable and professional in liaising with BAFA members.

#### Essential:

- Competent and effective user of Excel, Word, Zoom, Teams and files sharing software
- Proactive and flexible approach to work
- Ability to problem solve and work effectively as part of a small team
- Excellent communication skills and personable approach to member communications

#### Desirable:

- Experience in an arts or festival environment
- Experience in using book-keeping software (Sage, Xero or similar)
- Experience in using WordPress, Canva and Mailchimp

### **PAY AND CONDITIONS**

This is a freelance contract paid at £13.75 per hour or £110 per day, and is home-based. As a freelance position, applicants will need to confirm that they are eligible to be classified as self-employed, and be responsible for their own arrangements for tax and National Insurance.

Applicants will need to be administratively self-sufficient, with access to their own laptop - we have a BAFA printer and consumables that we can supply for home use. The contract will be offered at an average of 1 day per week, although the post-holder will need to be flexible in the way that the days are managed across the year, to be responsive to BAFA's planning and delivery cycles.