

Administration Assistant, Tŷ Cerdd **2 days fixed-term contract for 1 year from 1 November 2022**

Tŷ Cerdd – Music Centre Wales is a charity that works to promote and celebrate the music of Wales. From our base in Wales Millennium Centre in Cardiff, we work across Wales and internationally, with performers, composers and communities. We have a recording studio, record label, publishing imprint, library, and distribute funding to organisations on behalf of Arts Council of Wales.

We are looking for someone with experience of providing admin support to a busy office to work with us for 2 days per week on a 1-year contract from 1 November 2022.

This is a new role for the organisation and would suit someone who likes detail-oriented work and is very comfortable working online as we are a hybrid workplace, with staff working from the office or remotely.

Applications Upload your CV and a covering letter here:

<https://airtable.com/shr5xkmigjPKi1ND4>

Deadline Monday 19 September, 1700

Interviews Tuesday 27 September

If you have any queries or would like to discuss the role in confidence, please email abby.charles@tycerdd.org either detailing your questions or to arrange a conversation.

JOB DESCRIPTION

To support Tŷ Cerdd's finance and administrative functions by providing high quality admin support.

Responsibilities and duties

You'll provide support to the team by:

- Uploading bills and receipts to Xero (accounting software) and checking they are coded correctly in line with set budgets
- Reconciling the transactions on the accounting software with the bank transactions
- Creating, sending and following up on invoices
- Collecting and entering data for various financial spreadsheets
- Assisting the Finance and Admin Manager in creating financial reports on a regular basis
- Assisting with the administration of Tŷ Cerdd grant funding including creating offer letters, updating the funding database and the accounting software
- Assisting with social media by creating or posting content etc, overseen by the Communications and Record Label Manager
- Assisting the record label operation with administration tasks
- Providing project administration support such as sending invites, creating online events, assisting with in-person events
- Booking travel, ordering supplies etc
- Helping colleagues with any other appropriate duties

Conditions of service

- 16 hours per week (days/hours to be worked by negotiation with the Finance and Admin Manager)
- Place of work: home and/or Tŷ Cerdd office at Wales Millennium Centre, Cardiff Bay
- 28 days annual leave (plus bank holidays), pro rata

Remuneration

- £8,236 per year (Based on £19,047 full time equivalent)

PERSON SPECIFICATION

Essential

- Clear written and verbal communication skills
- Excellent organisational skills
- Excellent IT skills with the ability to quickly learn unfamiliar software
- Ability to work as part of a team
- Ability to work well under pressure
- Ability to prioritise tasks and remain focussed

Tŷ Cerdd

hyrwyddo a dathlu cerddoriaeth Cymru
promoting and celebrating the music of Wales

Desirable

- Experience of using accounting software (we use Xero)
- Experience of using Airtable, Trello and Slack
- Ability to work through the medium of Welsh
- Experience of working within a charity
- Interest in music and music-making

Tŷ Cerdd is committed to equality, diversity & inclusion and we are keen to receive applications from individuals who are under-represented / have faced neglect or exclusion from the arts community. We particularly welcome applications from disabled people, Black, Asian and ethnically diverse people, LGBTQ+ people, and people from lower socio-economic backgrounds. However, all applications will be considered on merit and we will not exclude any applicant on the basis of any protected characteristic.