



ADMINISTRATION & BOOK-KEEPING ASSISTANT

JOB DESCRIPTION

Responsible to: Executive Director

Job Purpose: To be the Administrator for Shubbak Festival, contributing to the effective, efficient day-to-day book-keeping and providing personal administrative support to the Shubbak office team

INTRODUCTION

Shubbak is a UNESCO award-winning festival of contemporary Arab culture and one of the largest in the UK and Europe. It has hosted five festivals on a biennial basis since 2011 and the next festival in 2021 will mark Shubbak's tenth anniversary. In 2019, the festival attracted over 65,000 audience at over 60 events across all art-forms hosted at 26 venues and locations, including the Southbank Centre, Barbican, Gate Theatre, Bush Theatre, British Library, British Museum and increasingly at venues and events outside London and the UK, such as The Lowry in Salford, Pavilion Dance Bournemouth, The Lighthouse in Poole, Fierce Festival, Bradford Literary Festival and Encounters Film Festival. In between festival years we sustain a programme of community engagement work, artist residencies and tour commissions and programmes of works. Shubbak is an Arts Council England funded National Portfolio Organisation (NPO).

Shubbak is entering a crucial and exciting period of organisational growth following the very successful delivery of the 2019 festival. This is a new role which will support the team and help consolidate and maintain accurate financial records as the organisation brings all its financial management activities in-house. We are looking for good team-player with strong administrative skills.

KEY TASKS AND RESPONSIBILITIES

1. Perform regular daily administration tasks to ensure the smooth running of the Shubbak office;
2. Act as a point of contact in the Shubbak office by receiving, directing and dealing with incoming telephone calls, emails and messages as appropriate;
3. Providing direct administrative assistance and diary-keeping support to the Artistic Director/CEO and Executive Director;
4. Daily financial reconciliation, invoicing and book-keeping, including the use of Quickbooks or FreeAgent
5. Booking travel logistics and accommodation and assisting with Visa applications administration;
6. Providing administrative support to the Executive team in the service of the Board of Trustees, including minute-taking and preparing Board papers;

7. Ensuring that all stationary and other office supplies and consumables are kept stocked-up and orderly;
8. Undertake other duties appropriate to the level of the post;
9. Comply with Shubbak's policies and procedures including Environmental, Health and Safety Legislation, Data protection, Safeguarding and Equality and Diversity.

PERSONAL SPECIFICATION

Candidates should be able to demonstrate the following:

Academic

Minimum Level 2 qualifications

Occupational

ESSENTIAL

- Minimum two-years working as an administrator or PA;
- Experience and knowledge of Book-keeping and financial reconciliation
- Strong computer literacy (e.g. word, excel, outlook, and competency in cloud-based programmes);
- Experience using Quickbooks, FreeAgent or other similar booking-keeping programme
- Experience of and interest in working in an arts organisation.

DESIRABLE

- Level 1, 2 and/or 3 book-keeping certificate
- Knowledge and/or interest in Arabic language

Competencies/skills

- Organised and systematic;
- Able to prioritise;
- Excellent interpersonal and communication skills, working as part of a small team;
- Strong attention to detail;
- Efficient and productive, with ability to manage multiple tasks successfully;
- Confident in fielding calls and queries and managing another person's diary;
- Acceptance of the working conditions associated with a creative team and external partners.

TERMS AND CONDITIONS

1. This a part-time appointment - ideally between 15 and 17.5 hours per week, working each morning; but we are able to consider alternative working patterns and arrangements for the right person;
2. This is a 21-month fixed-term post, reviewing in September 2021 with an intention extend or make the contract permanent;
3. Salary is pro rata at between £18,000 and £21,000 per annum. It is a condition of appointment that salary is paid directly into a bank or building society account;
4. Holiday entitlement is 25 days per annum plus public holidays;
5. The post is subject to a six-month probationary period. This is seen as essentially a supportive time; however unsatisfactory performance may lead to termination of contract;
6. The post-holder will be automatically brought into the NEST pension scheme;
7. You must be eligible to work in the UK to be considered for this role.

If you feel that you fit the bill and you are interested in working as part of a small friendly team at our office at the Arab British Centre in Gough Square, London; then we would be delighted to hear from you.

APPLICATION PROCEDURE

Please email the Executive Director, Farès K Moussa at recruitment@shubbak.co.uk with the following information **by 2pm on Monday 9th December**:

- Covering letter of no more than 2 A4 pages outlining how you meet the person specification
- Full CV
- Contact details of 2 referees, one of whom should be a current employer
- Complete Equal Opportunities Monitoring form [HERE](#)

Interviews will take place on Wednesday 18th December.