

## OFFICE MANAGER JOB DESCRIPTION

The Office Manager works to develop and maintain effective systems to support the administration, governance and operations of The Tetley under the guidance of the Finance Director.

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Reports to: Finance Director

Hours of work: Full-time - 37.5 per week

Salary: £20,000 per annum

### RESPONSIBILITIES:

#### 1) PA Support to the Creative Director and Finance Director

Providing PA support, including:

- scheduling appointments and facilitating meetings
- taking and making phone calls and emails
- fielding requests and organising demands of the Creative Director and Finance Director

#### 2) Board governance

Liaising with the Creative Director and Finance Director to ensure that appropriate information is monitored and reported in a timely and accurate manner to the board of trustees and relevant sub-committees.

Collating key data within the organisation to organise for reporting.

Ensuring that internal policies are reviewed as scheduled and communicated as required.

Ensuring statutory company and charity declarations are completed on a timely basis.

#### 3) HR and employee data administration

Ensuring that appropriate recruitment procedures are followed, employee records are kept, HR processes are undertaken and assisting where appropriate.

Assisting with the rota-ing and monitoring of staff time

#### 4) Financial Support

Supporting the Finance Assistant and Finance Director with specific finance and payroll tasks.

#### 5) Procurement

Purchasing of accommodation and travel tickets and non-recurring supplies as required, ensuring financial processes and systems have been followed by the budget-holder.

#### 6) Office environment

Ensuring the smooth running of the office environment.

#### SPECIFIC JOB RESPONSIBILITIES (UNDER GUIDANCE OF THE FINANCE DIRECTOR):

- Scheduling meetings for the Creative Director and Finance Director
- Taking and making phone calls and emails on behalf of the Directors as required.
- Assisting with internal emails and staff communication
- Collating data on business targets and other required monitoring data
- Scheduling board and sub-committee meetings, preparing minutes and distributing papers in a timely manner
- Managing recruitment processes
- Ensuring all employee records are complete, papers signed, induction processes completed fully by manager, sickness and holiday time tracked and monitored, timely appraisals undertaken and notes kept.
- Assisting with rota-ing of casual staff and monitoring of staff time as required
- Tracking employee skills, certificates and training to monitor potential training needs
- Assisting with regular maintenance of the staff handbook and updating of policies
- Undertaking weekly and monthly payroll tasks, working with the Finance Assistant and Finance Director and ensuring all deadlines met.
- Maintaining office petty cash system
- Booking travel, accommodation and online supplies, ensuring financial systems adhered to
- Maintaining a good office environment, ensuring that stationery supplies are sufficient and office equipment is functioning and available as required.
- Assisting with the completion or updating of any contracts, agreements and key documents as required
- Other duties as reasonably required.

#### PERSON SPECIFICATION:

An experienced administrator

Minimum of three years experience working in a busy office environment, managing complex tasks

Excellent time manager with strong organisational abilities and an ability to prioritise effectively to manage a busy and varied workload.

A high integrity individual, who is discreet and honest at all times.

A good team player, able to develop good working relationships based on trust.

Good computer skills, in particular using Word, Excel, Gmail, Google Drive and Outlook

Good written and oral communication skills with some report writing experience

Numerate (although prior knowledge or experience of specific finance areas such as payroll is **not** expected)

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## THE TETLEY

The Tetley is a centre for contemporary art in the heart of Leeds' South Bank. Housed in the 1931 headquarters of the Joshua Tetley & Son brewery, The Tetley opened in 2013 as a gallery with a learning studio, work space for the creative industries, restaurant and bar. Described by the London Evening Standard as "the heart and soul of Leeds' art scene" The Tetley's programme of exhibitions, residencies and events aim to inspire and bring audiences closer to art and artists, support the production of new work and develop artists' practice.

[thetetley.org](http://thetetley.org)

## APPLICATION REQUIREMENTS

Applicants should send their CV along with a covering letter and an Equal Opportunities monitoring form to [finance@thetetley.org](mailto:finance@thetetley.org) by 9am on Friday 14 July.

Interviews will be held at The Tetley on Wednesday 19 July.

Successful candidates will be notified by the end of Monday 17 July at the latest. Unfortunately, we are unable to contact all unsuccessful candidates.

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