



ADMINISTRATION AND FINANCE OFFICER Job Pack

THE MARGATE CREATIVE LAND TRUST

Margate is home to a burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor.

While creative businesses have grown by 158% since 2009, Margate has lost 11% of its commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners urgently need space to protect and grow the creative industries in Margate.

Taking inspiration from other models developed to protect creative space such as in central London where property values are rising, the Trust in Margate will ensure that creative space and programming is inclusive. A central part of our mission is to support underserved communities to access opportunities within the creative industries, including leadership, jobs, training and enterprise development.

The project was co-created by the community and local creative practitioners, and the organisation was established as an independent entity by Thanet District Council on behalf of the Margate Town Deal Board.

Substantial funding has been secured from Central Government through the Margate Town Deal, and the Margate Creative Land Trust was registered as an independent charity in April 2022. Our goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

VISION

A thriving, resilient and innovative creative sector that provides inclusive enterprise, employment and learning opportunities for people living and working in Margate and the surrounding areas.

MISSION

To establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector and local economy in perpetuity.

AIMS

- To protect, sustain and grow Margate's creative sector through improved security and sustainability, and by increasing the quantity of places for creative practice in the town.
- To support the inclusive regeneration and economic growth of Margate and the district of Thanet
- To support the creation of new jobs and training opportunities within Margate's creative enterprises, and to address barriers to entry for Thanet's diverse communities.
- To celebrate Margate's creatives and the achievements of the sector and, to support its growth and establishment as a regional creative hub.
- To add value to existing market activity and to avoid displacement or crowding out of initiatives by others.
- To support moves towards a zero carbon and environmentally sustainable economy through our investment decisions and operations
- To be a fair employer and promote equality, diversity and inclusion in all that we do.
- To be evidence based in our investment decisions to meet the specific needs of Margate's creative community.
- To be timely in our decision making and delivery
- To lead to enable the realisation of our vision.
- To work in partnership and collaboration with others to achieve our mission.

VALUES

Open & inclusive: We are friendly, approachable, accessible and seek to work collaboratively and in partnership. We will design ways to ensure we meaningfully and regularly engage with the communities we serve.

Innovative: We know we have to play the long game to have a lasting impact, but we are not afraid to test or pilot radical ideas in the short term. We are ambitious and we will disrupt the status quo to ensure more underrepresented groups benefit from creative sector opportunities.

Sustainable: We are a commercially sound, environmentally and socially responsible organisation and we champion this within the sector.

This is an exciting time to join us as we start to purchase property and make a real difference to Margate's communities. If you like a challenge and want to play a key role in enhancing Margate's creativity this could be a great job for you.



Margate Creative Land Trust Administrative and Finance Officer Job Description

The Role

The Administration and Finance Officer will provide administrative and financial support to Margate Creative Land Trust to ensure office functions run smoothly and financial recording is well managed. The postholder will report to the Operations and Finance Manager.

Key Accountabilities:

- The smooth and timely running of the Trust's office
- Day to day financial management
- Providing administrative support to the trustee board and staff team.

Key responsibilities

General Administration

- Manage the MCLT office, including hybrid working arrangements, ensuring timely responses to general enquiries.
- Maintain administrative software including MS Office 365, the HR system, and the Customer Relationship Management package.
- Manage contracts with office suppliers.
- Provide administrative support to staff and board as required including organisational diary management, servicing of board meetings, and taking board minutes.
- Assist with all regulatory requirements including with the Charity Commission, Companies House
- Maintain all relevant insurance policies.
- Lead on filing and record keeping management, including archiving.
- Support outreach and organisational events and internal meetings by booking venues, taking notes and providing staffing and catering.
- Assist with keeping social media accounts updated.

Financial

- Recording, reconciliation, tracking (against projects) and banking of Grants/Contracts.
- Check, process and record all payments, administer invoices and expenses claims received, and code items.
- Bookkeeping. Using Xero or other accounting software.
- Reconcile grant and funding income.
- Produce monthly financial reports.
- Process monthly payroll.
- Prepare invoices and manage debtors.
- Administer rent and service charge payments.
- Keep records of property procurements and spends, including all invoices and payments.
- Assist in the preparation of the annual accounts and liaison with the auditors.
- Maintain financial files and records.

General

- To lead on office related health and safety requirements.

Key Selection Criteria

Role specific

- At least 3 years' experience in a similar role.
- Excellent office management skills.
- Competency in managing HR, CRM and MS Office software.
- Understanding of the administrative requirements of a charity and company.
- Experience of providing support to a board or other similar body.
- Experience of managing contractor relationships.
- Experience of organising record keeping and filing systems
- Competent in use of software particularly MS Office applications
- Proficiency and extensive experience with Xero or other accounting software
- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and financial reporting.
- Good understanding of charity financial management.
- Experience of managing health and safety in an office environment.

Organisational

- Commitment to the vision and purpose of Margate Creative Land Trust, and alignment to its values.
- Able to work as part of a small team while also working autonomously, effectively managing own workload without continual guidance.
- Good communication and relationship building skills.
- Attention to detail and good time management and self-organisation skills.

Terms and Conditions

Salary

£28,000- £32,000 (pro rata) [£16,800 - £19,200], subject to experience. Hybrid working with a least half of the time in the office based in Margate

Hours

22.5 per week normal working week – with flexibility to work outside of normal office hours, evenings and weekends as required.

Benefits

25 days holiday plus bank holidays (pro-rata)

Auto enrolment pension after successfully completing probation with regular employer's contribution.

Equity, Diversity and Inclusion

The Trust values diversity and must represent Margate and the wider area for the entrepreneurial, creative and diverse place that it is. We are committed to social justice and tackling under-represented people from a wide range of backgrounds, including those in our immediate vicinity. We want to be as inclusive as possible from the outset. We particularly encourage applications from those who are under-represented, including people facing socio-economic barriers, LGBTQ+ people, and people with disabilities. We are very keen to hear from people who have lived experience of, and / or a personal connection to, Margate and the surrounding area.

Period of notice: One week either way during probationary period. One months' notice after completion of the six-month probationary period.

Asylum and Immigration Act 1996: To confirm your right to work in the UK, MCLT is required by law to see the original of at least one document from HM Government specified list.

<https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

How to apply

To apply for this role please send your CV with a supporting statement (not more than two pages A4) explaining why you want to apply for this role and how you meet the job criteria outlined above to, info@margatecreativelandtrust.org.

Please state in the subject line: **Administration and Finance Officer** and your name.

If you would like to have an informal chat about the role, would like to apply in a different way or need help with your application please email Jan King at the above email address.

When submitting your application, you will also be asked to provide personal information across several dimensions of diversity and inclusiveness. This information is kept entirely confidential and will not be used to evaluate your candidacy. We collect this data to help us analyse our recruitment process holistically and implement actions that promote diversity and inclusiveness. While optional, we strongly encourage you to provide this information as it will hold us to account and contribute towards our goal of building a fairer working world. We ask you because it matters to us all.

Application Timetable

Deadline for applications:	10am, 30 May 23
Shortlisted candidates contacted:	02 June 23
Interview:	Week commencing 12 June 23