



**JOB TITLE:** Simmer Down Arts – Administrative Assistant  
**RESPONSIBLE TO:** Business Development Director  
**LOCATION:** Zellig Building, Gibb St, Deritend, Birmingham B9 4AT  
**SALARY:** £20,000  
**DAYS/HOURS:** 5 days per week (8 hours per day)  
**TERMS:** Fixed Term Employment, subject to a six-month probationary period – 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2026

### **Purpose of the Role**

1. To provide efficient and effective office administration by:
  - Designing, developing and communicating office administrative processes
  - Provide effective first point of contact for the organisation
2. Support governance by taking minutes and booking Board meetings
3. Liaise, report and work closely with the Board of Directors
4. General office management, including payment of bills

### **Main Responsibilities will include:**

- Supervising and supporting the Management Team’s administrative duties
- Supporting to manage bookkeeping procedures, as well as electronic finance filing systems. Preparing or editing documents, such as invoices and purchase orders
- Booking and scheduling meetings, with staff and/or external stakeholders
- Writing Board meeting agendas and minutes and liaising with SDA’s Chair
- Preparing documents and reports where appropriate
- Supporting the implementation of policies and procedures

### **Person Specification, Essential:**

- Experience as an Executive Administrative Assistant, Senior Executive Assistant or in other secretarial positions
- Knowledge and understanding of office management systems and procedures
- Experience of finance planning, cash flow management and bookkeeping procedures

- Strong and proven administrative skills, including using Google Docs and Sheets, as well as creating and managing database systems
- Ability to multitask and prioritise weekly workload - used to delivering to tight deadlines under high pressure