

CHARTS, FINANCE AND ADMINISTRATION ASSISTANT (PART-TIME)

JOB DESCRIPTION

Finance and Administration Assistant (Part-Time)

Deadline for Applications: 5pm Friday, 11th July

Salary: £ 30,257 pro-rata

1 day per week

SUMMARY OF POSITION

The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS), is seeking a Finance and Administration Assistant (Part-Time) to join its friendly staff team. This is a new role in a dynamic culture, arts and heritage support organisation supporting individuals and organisations in Argyll and Bute. See information links below.

This role will be carried out remotely, mostly from home, with occasional meetings in Argyll and Bute and the central belt required.

ABOUT THE ROLE

Reporting to the Head of Finance, the Finance and Administration Assistant will be responsible for day-to-day financial processes and general office administration support across CHARTS' programme of work. The role is key to ensuring the effective delivery of CHARTS activities and maintaining robust financial and operational systems.

KEY RESPONSIBILITIES

Finance

- Maintain accurate financial records, including processing invoices, expenses, and payments.
- Maintain credit control processes and procedures.
- Assist with monthly reconciliations (period, bank, payroll) and financial reporting.
- Support the Head of Finance in budget monitoring and assist with the preparation of finance reports.
- Support the Head of Finance in their liaisons with CHARTS's external accountant on payroll, VAT returns, and end-of-year accounts.
- Ensure compliance with financial policies and procedures.



Administration

- Provide administrative support to the Director and wider team, including scheduling meetings, preparing documents, and managing correspondence.
- Maintain and update administrative systems and databases.
- Assist with the coordination of Board and committee meetings, including preparing papers, taking minutes, and arranging online and in-person sessions.
- Help ensure compliance with data protection and information governance policies.

PERSON SPECIFICATION

Essential

- Proven experience in a finance or administration role.
- Strong numerical and organisational skills with excellent attention to detail.
- Ability to manage time effectively and work independently.
- Proficiency in Microsoft Office, particularly Excel, Word and Outlook.
- Good communication skills and a collaborative approach to working in a team.

Desirable

Experience working in a charity, membership, or cultural organisation.

- Good working knowledge of accounting processes and software (e.g., Sage, Xero or similar).
- Familiarity with charity finance or reporting requirements.
- Knowledge of GDPR and basic data management practices.
- Experience in supporting meetings, minute taking, or event logistics.
- Knowledge of Argyll and Bute.

SALARY

The salary for this role is 1 per day, week, at £30,257 pro-rata. Travel and subsistence expenses for meeting attendance will also be provided.

HOW YOU WORK

How people go about their work day-to-day is also important to us. Staff must demonstrate the following skills areas at an appropriate level:

- Works well both independently and collaboratively as part of a team.
- Communicates with impact.
- Respects inclusion and works with integrity.
- Plans work effectively.



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CULTURE, HERITAGE & ARTS
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TO APPLY

To apply for this role, please forward an application by **5pm, Friday 11th July**, with the subject line *Finance and Admin Application* to info@chartsargyllandisles.org.

Your application should include a **CV** and **cover letter**, attached to an email, stating why you are interested in this role, with information about relevant career experience.

All applicants must also complete the Equalities monitoring form [here](#).

Please note:

- All applications will be acknowledged.
- We regret that no applications will be considered after the closing date.
- Interviews will be held online **25th July**.
- Any invitation to interview will be confirmed by **18th July**.

For information about CHARTS, please see:

About CHARTS: <https://www.chartsargyllandisles.org>

Facebook: <https://www.facebook.com/CHARTSArgyllandIsles/>

[Business Plan 2025-2028](#)

[Annual Review 23-24](#)

For any additional information, please do not hesitate to contact the Head of Finance, Moira Chapman, at moira@chartsargyllandisles.org.



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