



## **Bookings and Finance Coordinator**

Contract: 1 year (with possibility of extension subject to funding)

Hours: 7 hours per week

Salary: £15.45 per hour, equivalent to £28,119 pro-rata.

Start Date: 1<sup>st</sup> May 2024

Location: Flexible - Portree and Braes Community Trust Office at Jans / Homeworking / Hybrid

Report to: Fiona Thomson, Development Officer for the Portree and Braes Community Trust and The Portree Community Centre Association Committee.

Holidays: 7 days per annum

Pension: 3% employer pension contribution

### Responsibilities:

- Answering email, phone and in-person inquiries about booking the venue.
- Using an online booking system to manage all bookings and payments.
- Compiling and uploading further information about the venue for individuals and groups using the online booking system, e.g information about accessibility, capacity, storage, available equipment etc.
- Ensuring that all publicly available information about the venue is correct and up to date.
- Keeping records of user feedback and reporting back to the committee to help inform planning, future investment and improve the quality of the venue's offering.
- Producing a usage report for the committee on a bi-monthly basis.
- Processing payments to suppliers and contractors.
- Placing orders for stock, equipment and other materials required by the venue.
- Keeping income and expenditure records for the Portree Community Centre Association up to date in the absence of the treasurer.
- Supporting the treasurer to prepare the annual accounts for the Portree Community Centre Association.
- To be available to attend bi-monthly committee meetings.

### Essential Criteria:

- Good general computer competence (Word, Web, Email, Excel).
- Experience of financial record keeping and administration work.
- Excellent organisational and interpersonal skills.
- A professional approach with close attention to detail.
- Willingness to learn how to use online booking system software.
- Willingness to work flexibly across the week in line with the requirements of the role.
- Self-motivated and interested in the long-term success of the venue.

## Desirable Criteria

- Previous experience in a similar bookings, finance, or venue management role.
- Experience in using online bookings or website management software.
- Experience of working with a voluntary board.