



Finance Administrator, Push the Boat Out

Days: 34 days per year

Fee: £22.50/hour

Location: Remote (or onsite during festival) with regular meetings

Hours: Flexible

Contract type: Freelance

Push the Boat Out: Edinburgh's International Poetry Festival is a new platform for poetry, spoken word and performance which is entering its 4th year in 2024, and our first as a registered SCIO. PTBO aims to deliver a high quality mid-scale festival which promotes poetry as an exciting, diverse and dynamic artistic medium and contributes to the rich cultural mix of Edinburgh in progressive and developmental ways.

We're looking for an extremely well organised, communicative and helpful Finance Administrator to support the Director in ensuring that all financial aspects of the festival run smoothly and are accurately recorded and reported on.

This is a freelance position, and we are looking for someone to start as soon as possible in 2024. The contracted period is to February 2025 (ideally extended subject to funding). You'll be able to work from home and flexibly around your other commitments.

We need someone who can manage their own time and is happy to work with the fluctuating needs of a festival. We will guarantee a retained 2 days per month, but this will increase immediately before the November festival and remain at a higher level as the festival ends and through reporting for our year end (December) into January. We anticipate a total of 34 days per year. The fee would be £22.50 per hour and work will be primarily based from home (though you will be welcome to be onsite with the rest of the team during the festival).

Job Description

The key responsibilities of the job include the following:

Financial Records & Reporting

- Setting up an efficient online accounting system suitable to our scale and legal status (SCIO)
- Process all invoices and payments
- Monthly Bank reconciliations
- Prepare Monthly reports for Festival Director
- Prepare management accounts and finance papers for Board meetings as required
- Liaise with accountants to create annual financial statements and ensure all reports to companies house and OSCR are filed correctly.

Budgeting

- Supporting the Director to set the budget

- Overall detailed budget management and tracking
- Supporting individual budget holders to manage budgets
- Assisting the Director with the financial aspect of preparing funding applications (I.e. outlining budgets) and any related reporting requirements of successful applications

Finance Admin

- Manage bank account access and any associated admin
- Keep track of monthly outgoings for subscriptions, software, etc and any admin associated with these
- Ensure systems are in place for dealing with staff expenses including setting up and managing the use of pre-payment cards

Any other reasonable requests and responsibilities as determined with the Director.

Person Spec

- Demonstrable experience in finance management/book-keeping
- Demonstrable experience in working with accountants to create end of year accounts
- Understanding of charity finance including restricted and unrestricted funds and accounting for multiple income sources
- Experience of using accounting software, eg Xero
- Able and willing to work on own initiative in a remote working context
- Extremely efficient and organised in administrative skills
- Flexible and excited about working closely with a small team
- Working knowledge of Scottish arts or festival scene would be great but not essential

We are a Fair Work and Equal Opportunities employer.

To apply please email Emma Collins, Director, (emma.collins@pushtheboatout.org) your CV detailing your relevant experience and cover letter of no more than 2 sides of A4 outlining your experience and suitability for the role.

Closing date 8th February 2024

Interviews will be held 19th February 2024