

STREET LEVEL PHOTOWORKS

Post: **Finance Coordinator**

Responsible to: The Director

Hours: 24 p/w - FTE 0.6

Salary: £30,000 pro rata

Contract period: Maternity Leave Cover (Fixed term 1 year minimum)

Annual Leave: 18.6 days

Probation: There is a probationary period of 3 months.

This is exempt from the disciplinary procedures.

Notice: One month (1 week during probationary period).

Location: Street Level Photoworks is based in Trongate 103, G1 5HD. Office contact time is essential, and flexible and hybrid working can be accommodated.

About Street Level Photoworks

Street Level Photoworks is a leading photography arts organisation that provides artists and the public with a range of opportunities to make and engage with photography. We are committed to quality and equality across activity. We provide a high-quality artistic programme that is challenging and accessible, local and international, diverse and highly individual. Our programme's reach is also extended through a network of local, regional and national venues that we provide exhibitions for. We devise and deliver education and outreach projects, which forge paths for lifelong learning and increase access to the arts for all who want to participate.

We are seeking to appoint a **Finance Coordinator** who will manage financial and administrative duties playing a key role in developments which ensure the organisation can achieve its ambitions, maintain quality provision, increase efficiency and improve commercial activity and organisational resilience.

Main Duties:

Financial Control:

- Maintain rigorous and streamlined financial systems for the organisation.
- Ensure financial systems are integrated and kept updated across Sage accounting and Excel cash flow.
- Ensure timeous payment of invoices both incoming and outgoing.
- Cash handling duties: petty cash system, process sales, donations and bank income.
- Manage reconciliation of all sage transactions, including shop sales using Zettle and Sagepay
- Prepare budgets for all organisational requirements and liaise with Director in budget forecasting.
- Prepare monthly financial accounts, management accounts and bank reconciliations.

- Devise and exercise budget control systems across all restricted and unrestricted line items.
- Process wages and NEST payments through Sage Payroll if payroll is not outsourced.
- Exercise compliance with all public subsidy conditions and requirements for funding bodies, HMRC, Companies House and OSCR.
- Submit Gift Aid claims to HMRC for relevant donations.
- Prepare detail and liaise with external accountancy firm to assist in the preparation of annual accounts.

Office Administration

- Handle all leased equipment matters.
- Maintain and update records around Carbon Monitoring.
- Maintain personnel records.
- Manage stationery supplies and stock-checks.
- Support Director in board matters and minuting meetings, when required.
- Contribute to the Staff Policies and Procedures.
- Contribute to Fundraising Activities.
- Assist the Director in internal policy documents and in drafting contract agreements.

General

- Occasional opening and closing duties in rotation with other appropriate staff.
- Occasional lunch duty cover for Front of House.
- Answering phone when reception not staffed and responding to enquiries appropriately.
- Support Street Level as a client focussed organisation and that excellent customer care is deployed by all public facing roles.
- Any other reasonable tasks in line with organisational commitments.

Person Specification

Skills, Knowledge and Experience:

Essential

- A professional qualification in accounting/bookkeeping or at least 3 years' experience in a similar role.
- Experience of Sage 50 Accounts and all Microsoft packages particularly excel.
- Experience of financial administration across management accounts, cash flow coordination, financial statement preparation, budgeting and stakeholder reporting.
- Understanding and experience of charitable sector and OSCR requirements.
- Highly organised, efficient and can work to deadlines in a small but dynamic arts organisation
- Teamwork - able to work co-operatively as part of a team as well as independently.
- Confident and effective communicator, good interpersonal skills, dedicated to developing and maintaining strong relationships.
- A commitment to Equalities.

Advantageous

- Working experience in an arts environment
- Experience of iZettle or similar

- Process improvement – able to address complex situations where analysis and further actions are required.
- Health and safety – relevant legislation and practical application.

APPLICATION

Please apply in writing by email with a copy of your CV and a covering letter addressing the person specification and your suitability for the role.

E-mail: info@streetlevelphotoworks.org