



Fruitmarket

Job Description

Job title:	Bookkeeper
Reports to:	Head of Operations
Salary:	£27,000 - £29,000 (pro rata)
Part time:	3 days per week

Fruitmarket Vision, Mission and Values

To provide inspiration and opportunity for artists and audiences in a public space for culture right in the centre of Edinburgh – free and open seven days a week.

To develop and present a diverse, international programme of artistically excellent exhibitions, commissions, publications, performances, events and engagement activities. To celebrate creativity's ability to make space for meaning, and to welcome people into that space so that they find themselves reflected, represented and recognised, and encouraged to think with contemporary art and culture in ways that are helpful to them.

To be an inclusive, sustainable, socially-committed organisation that centres artists and empowers audiences. To combine the professionalism and reach of a large organisation with the warmth, flexibility and entrepreneurial spirit of a small one.

This post

The Fruitmarket staff are a team of 53, including 19 office staff, 11 café staff, 20 information assistants, 2 trainees and 1 senior technician. The Bookkeeper is in the Operations Team. Led by the Head of Operations, this team includes: Development Manager (Trusts & Foundations), Development Manager (Sponsorship and Individuals), Bookkeeper and Operations Assistant.

The Bookkeeper has responsibility for processing financial transactions, maintaining financial records and financial reporting.

Key to the role is ensuring effective financial processes that support the team and contribute to the success of the organisation.

The post is key to the successful functioning of the organisation, maintaining the goodwill of artists, suppliers and freelancers by paying promptly, properly managing fundraised income and supporting the success of the bookshop and café.

Key Result Areas and activities

Implementing and maintaining good financial procedures and records	<ul style="list-style-type: none">• Ensuring that authorisation and checking processes are in place and adhered to• Maintaining security of data - filing, scanning and archiving financial records (GDPR and PCI / online selling compliance)• Ensuring the smooth flow of information to enable the job to be done well.
Management accounts and budget reporting	<ul style="list-style-type: none">• Circulating the nominal ledger monthly for checks by staff and completing any changes resulting from this• Producing Management Accounts monthly (within 3 weeks of month end) for the Senior Management Team• Transposing information from Xero accurately to reflect the cash position• Using a format agreed and understandable by the whole team• Producing budget reports on projects or aspects of our work as requested• Processing accruals, prepayments and depreciation.
Sales and purchase ledger	<ul style="list-style-type: none">• Implementing procedures for authorisation of purchases• Processing invoices on Xero, and coding according to the nominal ledger• Producing remittance advice notes• Reconciling supplier statements• Generating sales invoices• Following up sales invoices• Generating receipts and sending to clients• Reconciling invoices and payments• Maintaining a record of creditors and debtors.
Banking / cash handling	<ul style="list-style-type: none">• Acting as a point of contact for the bank accounts, maintaining access to digital banking and printed statements.

	<ul style="list-style-type: none"> • Reconciling bank accounts monthly • Processing & reconciliation of petty cash • Processing & reconciliation of company credit cards • Reconciling bookshop transactions on a monthly basis (including shopify, i-zettle and PayPal)
VAT and Tax	<ul style="list-style-type: none"> • Preparing quarterly partial exemption VAT returns & authorisations • Preparing information for Museums and Galleries Exhibition Tax Relief / Corporation Tax process
Annual Audit and Accounts	<ul style="list-style-type: none"> • Maintaining records and files throughout the year in order to meet the requirements of audit • Preparing information for annual audit • Compiling information for year end working papers • Processing audit journals.

Person Specification

- Demonstrated Bookkeeping skills and experience
- Demonstrated experience of using Xero accountancy software to its full capacity
- Experience of Dext, Approval Max, Modulr and Pleo
- Knowledge of fund accounting and charity finance – or a demonstrated ability to quickly learn and understand
- Understanding of VAT, particularly partial exemption
- A professional regard for reporting and accountability
- Demonstrated ability to understand accountancy terms and translate these for non-accountants
- Excellent organisational skills, with an ability to co-ordinate a wide portfolio of work and to take initiative and work independently
- Good communication skills, a cooperative and collaborative colleague
- Ability to see the value of their role in the success of the whole organisation.

Hours of work

A total of 3 days (24 hours) a week including one hour per day for lunch.

Hours worked overtime will be allocated as a credit to be taken as

time-off-in-lieu (TOIL). TOIL hours should be approved in advance and taken within four weeks of being worked or be forfeited.

Gallery staff are expected to attend all exhibition previews and, where necessary, board meetings. This will not count as overtime.

Terms and Benefits

- A free Employee Assistance Programme offering health and well-being support, exclusive perks and discounts via an app, available to staff and their immediate families
- Discount on Limited editions and ability to pay in instalments interest free
- Discount of 25% in the bookshop and café
- Salary Sacrifice (Tax Efficient) schemes through Enjoy Benefits including the Bike to Work scheme
- Employer Pension contributions of 4-6%
- Starting allocation of 14 days Annual Leave and 6 Bank holidays (this has been pro-rated for a 3 day a week post).