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**Finance and Administration Coordinator**

**Location:** Street Level Photoworks, Glasgow  
**Reports To:** Director

**Line Manager:** Director  
**Salary:** £33,150 pro rata  
**Hours:** 24 hours p/w, FTE 0.6  
**Contract period:** Permanent - subject to annual review  
**Probation:** Six months   
**Notice period**: 1 month is required by either party (1 week during probation)  
**Annual leave:** 28 days pro rata including bank holidays

**Application deadline**: 11.59pm, 27th June 2025  
**Notified of interview:** 4th July  
**Interview date:** 15th/16th July 2025  
**Successful applicant notified after 19th July and only when reference checks have been satisfactorily completed.**    
**Prospective start date: w/c** 18th August (or earliest possible start)  
**Interview location:** Street Level Photoworks, 103 Trongate, Glasgow

**Organisation Overview**

Street Level Photoworks (SLP) is a photography centre based in Glasgow which has been championing the diversity and inclusiveness of the medium for thirty-six years. Since its inception in 1989 by Glasgow Photography Group, the main aim has been to provide people with a range of opportunities to engage with art and photography, locally, nationally and internationally.

We provide a year-round programme of groundbreaking exhibitions, education and engagement alongside exceptional production facilities, welcoming a substantive audience across the various facets of activity. We produce participatory arts projects with local community agencies which extend learning and provide exhibitions for regional venues to enable them to develop their audiences for photography.

Partnerships permeate our programme which in 2024 saw collaborations with Glasgow Women’s Library and Glasgow School of Art for the First Annual Maud Sulter Lecture, and Historic Environment Scotland in the presentation of Arpita Shah’s ‘Nalini’ exhibition at Duff House, Aberdeenshire. We are regional partners on several UK-wide projects with partners including Gaia Foundation, Bradford 2025 and Photoworks (Brighton).

SLP leads Photography Networks, a digital platform profiling exhibitions, events and news on photography; is a member of Photography Scotland, an association for the collecting and exhibiting institutions for photography in Scotland; and Scotland’s Workshops, a network of visual arts production facilities in Scotland providing advocacy and access to equipment, studio spaces and technical expertise.

**The Role**

We are seeking to appoint a **Finance and Admin Coordinator** who will manage the organisation’s financial and administrative duties on a weekly, monthly, and annual basis. This includes day to day bookkeeping, monthly budget management, and annual accounts support. The Finance and Admin Coordinator will play a key role in organisational development, working with the Director to ensure the organisation can achieve its ambitions, maintain quality provision, increase efficiency and improve commercial activity and organisational resilience. The post will operate from our main base in Trongate 103.

**Main Duties**

**Financial Control:**

• Quarterly financial reports to Board and core funder (Creative Scotland)

• 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 processing and timely payment of invoices both incoming and outgoing, including retail sales.

• Cash handling duties: petty cash system, process sales, donations and bank income.

• Manage monthly reconciliation of all sage transactions, including shop sales using Zettle and Opayo.

• Prepare budgets for all organisational requirements and liaise with Director in budget forecasting.

• Devise and exercise budget control systems across all restricted and unrestricted line items.

• Process wages and NEST pension payments through Sage Payroll or liaise with outsourced agency.

• 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**

• Maintain and update records around Carbon Monitoring.

• Ensure the smooth running of EPOS system in shop and online store.

• Maintain and update HR records (staff contracts, annual leave allowances).

• 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 updating and creating internal policy documents.

• Handle all leased equipment matters (i.e. photocopier and telephone system)

• Oversee and manage energy contracts and renewals.

• Liaise with landlords on tenancy matters, lease and service charges.

**General**

• Occasional opening and closing duties in rotation with other appropriate staff.

• Occasional reception break cover for front of house, in rotation with other staff.

• 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**

**Essential Experience, Knowledge and Skills**

• 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 iZettle/online payment platforms and similar POS payment solutions.

• Experience of financial administration across management accounts, cash flow coordination, financial statement preparation, budgeting and stakeholder reporting.

• Highly organised, efficient and can work to deadlines in a small but dynamic arts organisation.

• 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 and Sustainability

**Advantageous**

• Understanding and experience of working within the charitable sector and familiarity with compliance requirements.

• Experience of working in an organisation core funded by Creative Scotland and an understanding of the regular reporting requirements of Multi-Year/Regular funding.

• Process improvement – able to address complex situations where analysis and further actions are required.

• Health and safety – relevant legislation and practical application.

**Equal Opportunities Statement**

We are commited to breaking down barriers to the arts and build a team that reflects the diversity of identity and lived experience in our communities. We are keen to receive applications from people who identify as BPOC, LGBTQIA+, disabled, neurodivergent, working class and those who have caring responsibilities.

**Apply**

Return your completed application form, saved as a PDF document, to: info@streetlevelphotoworks.org, by 11.59pm, 2025, using the subject header: Application for Finance and Admin Coordinator.

* We will acknowledge all job applications on receipt.
* We will also respond to those who are not successful in securing an interview for this position.