

The Role

Bookkeeper & Administrator

Scottish Contemporary Art Network

Reports to: The Director

Salary: £28,000 p.a. pro rata (2 days a week)

Location: The SCAN office is in the Briggait in Glasgow. Our small team are mainly part time. SCAN supports flexible and hybrid working. This role will require some office contact time. Working pattern to be agreed with the SCAN Director. SCAN does not offer overtime payment but offers time off in lieu.

This role will be offered initially as a fixed-term post until March 31, 2025 due to current funding arrangements.

Who We Are

Scottish Contemporary Art Network (SCAN) connects and champions Scotland's contemporary art community. Our 300 named organisational and individual members work at the heart of communities from Shetland to the Scottish Borders and from East Lothian to the Western Isles. They include Scotland's leading galleries, artists' studios, workshops and production facilities and a highly skilled workforce of artists, art workers and creative thinkers. They sustain a network of free at the point of access galleries, community organisations and venues together with the workspaces, expertise and production facilities that support artists to pursue their livelihoods.

Our Vision

Contemporary art has the power to transform lives and open minds, and we need it now more than ever. Scottish Contemporary Art Network is a member led network committed to championing and supporting the contemporary art sector in Scotland. Our vision is that the role, impact and benefits of contemporary visual arts are widely recognised as central to society and that sector professionals based in Scotland are informed, innovative and supported to achieve their ambitions.

Our Strategic Aims

- Connect and unite the sector, sharing knowledge and developing shared sector goals and ambitions
- Champion and promote the sector; helping them to better evidence and articulate the artistic, social and economic impact of their activity
- Cultivate and support a diverse, highly innovative workforce and stronger infrastructure

Why this role is important to us

As a charity SCAN must meet high standards of financial governance. As a membership organisation we need to ensure that our systems are effective in managing our income and expenditure. As a Fair Work employer SCAN wishes to provide a high standard of service to our staff, freelance contractors, funders and partners. This role plays a key part in meeting our strategic purposes as a small charity.

Job Purpose

To lead on SCAN's organisational finances through budgeting, cash flow and forecasting and providing financial reports for funders and the SCAN Board.

To support SCAN through carrying out routine tasks in relation to our membership and office administration.

You will be working with a small, flexible team to help forward our aims to advocate for and champion the rich, diverse and exciting contemporary art scene in Scotland.

This post will ensure that SCAN meets our obligations as a publicly funded charity and that our systems meet the expectations of members and stakeholders.

Key Responsibilities

Working closely with the Director and the Membership Lead, key responsibilities will be to:

- Update, keep and maintain financial records
- Process purchase & sales invoices (via Xero)
- Input payments at banks for authorisation.
- Manage expenses (via Soldo)
- Maintain annual budgets and monitor cashflow within
- Produce quarterly finance reports for board and when required by Director
- Liaise with accountants to produce monthly payroll and annual accounts
- Assist with reporting and forecasting for funders and other stakeholders
- Assist with maintenance of member database, ensuring renewals and membership income is well managed and up to date
- Undertake routine administration to maintain office subscriptions

Knowledge, skills & experience

Essential	Desirable
<ul style="list-style-type: none"> • Proven experience working in a bookkeeping role • Excellent knowledge of financial reporting software including Excel, Xero • Experience of maintaining budgets, monitoring cashflow and making financial projections • Organised and able to prioritise multiple demands and meet deadlines • Excellent administrative capabilities 	<ul style="list-style-type: none"> • Experience in governance including reporting to and supporting board activity • Experience working with and/or commissioning agencies and freelancers

Terms and Conditions

Pension: SCAN operates an auto-enrolment scheme through Peoples Pension

Hours: Two days per week, days and hours are flexible and to be agreed with Director. No over time is paid but time off in lieu is offered for full days worked.

Annual leave: 28 days plus public holidays (pro rata)

Probation: 6 weeks