

Self-Employed Bookkeeper Role Description

SE Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas

SE Core Values

1) We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.

2) We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.

3) We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.

4) We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.

5) We are responsible global citizens who use resources in a socially and environmentally conscientious way.

6) We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Key Information

Job Title	Self-Employed Bookkeeper Part-time / Freelance Contract
Hours	Up to 10 hours per week / hours can be flexible to suit candidate
Key terms	<ul style="list-style-type: none">• £15 - £20 per hour, dependent on experience• To start as soon as possible• Flexible conditions (eg. working from home, flexi-hours)
Location	CCA, 350 Sauchiehall Street, Glasgow G2 3JD (though all staff currently working from home)
Reports to	General Manager and CEO

Role Description	Work with the SE team on a weekly basis to keep accounts up to date month to month, with increased hours at end of each quarter when assisting with the preparation of management accounts and submitting quarterly VAT returns and at year end when assisting SE's auditors in preparing and processing end of year accounts.
Key external contacts	SE Auditors, HMRC
Key internal contacts	CEO, General Manager, Project Managers (budget holders), Administrator

Scope of the role

Roles and Responsibilities	<ul style="list-style-type: none"> • Processing supplier invoices, monitoring SE's purchase order system and generating sales invoices • Generating batch payment runs • Bank and petty cash reconciliation (including PayPal) • Processing and banking cheques • Creditor/Debtor control • Debit Card receipt tracking • Tracking income from donations • Reconciliation of Box Office Settlements • Processing Player Pay • Fixed Assets monitoring and control reconciliation • Assisting with management accounts and forecasts incl. budget meetings with Project Managers • Preparing VAT returns and submitting in line with HMRC Making Tax Digital requirements • Tracking and submitting Gift Aid claims • Collating emissions data from financial documents • Annual audit assistance/liaison • Filing of all financial documentation • Collaboration on refining financial processes
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Person Specification

Essential knowledge, skills and experience	<ul style="list-style-type: none"> • Accounting or Bookkeeping Qualification • Minimum of 3 years bookkeeping experience in a professional environment • Experience in the preparation of management accounts
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	<ul style="list-style-type: none"> • Experience in preparing and submitting VAT Returns
Desirable knowledge, skills and experience	<ul style="list-style-type: none"> • Experience working with Xero Accounting Software • Experience working within the Arts and/or Charity sector • Experience in submitting Gift Aid claims
Desirable attributes	<ul style="list-style-type: none"> • Meticulous attention to detail • First-class communication skills • Adept IT and analytical skills • Reliable, organised and demonstrates initiative
Special conditions	<ul style="list-style-type: none"> • Applicants must be eligible to work in the UK