

# Scottish Sculpture Workshop

## Office and Finance Manager

**£20,000 pro rata plus pension**

**28 hours per week over 5 days (9.30 am – 3.30pm)**

**Scottish Sculpture Workshop has long been a recognised leading arts organization and residency centre based in the north east of Scotland and working with artists from all over the world. As part of an ongoing commitment to progress and inclusion, we are currently undergoing a major Capital Development programme, which is now nearing completion. This refurbishment will progress the evolution of Scottish Sculpture Workshop, allowing us to be a more outward facing and responsive organisation, reaching new artists, audiences and participants.**

Scottish Sculpture Workshop is now seeking an Office & Finance Manager to join us at this exciting time, to take on the responsibility of running our busy office and reception, whilst working alongside our arts development team, offering administrative and accounting support. This is an excellent opportunity to be part of an important period of development and new thinking, in an established charitable arts organisation.

### **BACKGROUND**

Scottish Sculpture Workshop was established in 1979 by Fred Bushe OBE RSA, with the aim of providing high quality facilities for artists to make sculpture, supported by technical and artistic expertise.

Since its inception, Scottish Sculpture Workshop has forged links with international artists, and has hosted thousands of residencies for visual arts practitioners from all over the world.

From its base in rural north-east Scotland, an area characterised by its outstanding landscape, history and culture, Scottish Sculpture Workshop provides a stimulating and creative environment in which to meet and work with artists from different disciplines, backgrounds and countries.

On average, 400 people take part in residencies at Scottish Sculpture Workshop each year, coming from the local area, the rest of the UK and all parts of the world.

### **JOB DESCRIPTION**

#### **Office Management**

The Office & Finance Manager will ensure the office reception represents Scottish Sculpture Workshop in a professional manner at all times. They will be the main point of contact for reception, mail and phone calls, and will oversee and maintain the smooth running of IT systems. The Office & Finance Manager will provide general support to Director in all aspects of management

#### **Account Management**

The Office & Finance Manager will liaise with the book-keeper, accountant and VAT advisors, to ensure required information is supplied. Alongside this, they will maintain financial control systems, issue and pay invoices, and monitor budgets, including the co-ordination of stock control and ordering for technical team and artists.

The Office & Finance Manager will provide general support to Director in all aspects of financial control

### **Administration**

The Office & Finance Manager will ensure day to day administration of the organisation is completed in an efficient manner. They will maintain a booking and advice system for resident artists, maintain all filing and databases, prepare papers for Board and other meetings, and minute accordingly.

The Office & Finance Manager will assist the Development Manager in the publication and distribution of print and e-mail publicity materials

The Office & Finance Manager will provide general support to the Director and the Development Manager in all aspects of administration

### **Health and Safety**

The Office & Finance Manager will complete all Health and Safety inductions for new arrivals. They will co-ordinate site maintenance and cleaning alongside the Senior Technician. Alongside this, they will assist the Senior Technician in the implementation of the Health and Safety Policy plan.

The Office & Finance Manager will provide general support to the Director and the Senior Technician in all aspects of health and safety.

### **General**

The office and reception space at Scottish Sculpture Workshop is a busy environment, and is the first point of contact for all enquiries, visitors and residents. At all times, the Office & Finance Manager will maintain high quality, professional and courteous relations with all internal and external contacts.

Due to the nature of the organisation, it is vital that the Office & Finance Manager be flexible and willing to occasionally maintain out-of-hours timetables.

## **KNOWLEDGE AND EXPERIENCE REQUIRED**

### **Skills and Abilities**

#### Essential

- Previous experience of Office Management
- Strong knowledge of financial control and/or accounting systems
- Excellent ICT skills - proficient use of PC, MAC and Microsoft office applications, including Excel
- Experience of maintaining a consistent, friendly and helpful reception
- Good personal and communication skills
- Well organised
- Effective written communication skills
- Ability to work effectively on own initiative
- Ability to work as part of a team
- Ability to work with the Director and report information to them fully and clearly
- Willingness to work flexibly
- Current driving licence

#### Desirable

- General interest and understanding of the arts sector
- Understanding of multi-media, web and social networking applications

## **Education**

- A graduate qualification in a related subject: business management, arts management or other related subject
- Or
- A substantial period working within an arts or similar organisation in a responsible administrative role

## **APPLICATIONS**

Applications for the post of Office & Finance Manager should be sent to the following address, including a copy of your CV and a one page outline of why you think you would be our best candidate for the job.

You will also be required to provide three recent references, one personal and two work related. These will be taken up following the interview.

**DEADLINE FOR APPLICATIONS - 5pm, Friday 3 September 2010**

## **INTERVIEWS**

**Interviews will take place on Wednesday 8 September 2010 in Lumsden, Aberdeenshire.**

There may be a second interview. Candidates will be informed if this is the case following the initial interview.

The start date for this position is Monday 20 September 2010.

**Salary Range:** £20,000 pro rata

**Benefits:** Company pension plan

**Terms & Conditions:** 28 hours per week, with overtime to be reclaimed as TOIL. This post is offered on a three-year contract, with option to extend.

**Flexible working:** Scottish Sculpture Workshop requires a flexible approach from all staff in order to realise specific projects.

**Base:** Scottish Sculpture Workshop, Lumsden, Aberdeenshire

Scottish Sculpture Workshop operates an Equal Opportunities Policy.

FOR ALL FURTHER INFORMATION PLEASE CONTACT:

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