



Thank you for your interest in working at Scottish Sculpture Workshop (SSW) in the role of **Admin & Accounts Assistant**.

The Admin & Accounts Assistant is an integral role within the day-to-day workings of SSW. They are responsible for the provision of robust accounting and administration in an international arts organisation, working alongside the Office and Finance Manager. The Admin & Accounts Assistant will be the first point of contact at reception and will provide broad administrative support for an efficient and connected workplace.

For this role, we are seeking someone with experience of working with accounts and administration. This could be in a previous role, or through self-employment or voluntary positions, and does not need to be within the arts. The successful candidate will be conscientious, reliable and honest, and have an interest in supporting SSW's vision, mission and values.

Please apply for this role using the online application form. The closing date for applications is 12 noon (12pm) on Monday 1 November 2021. Interviews will take place on Monday 8 November 2021. The handover and start date for this role is Wednesday 1 December 2021.

If you have any questions relating to the role or this job pack, please don't hesitate to get in touch with SSW's Office and Finance Manager, on [sara@ssw.org.uk](mailto:sara@ssw.org.uk). We would love to hear from you.

### **Job pack contents**

The job pack is available [in large print and as audio recordings on our website here](#).

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## 1. Important Information and key dates

Role title:	Admin & Accounts Assistant
Salary:	£21,000 pro rata + 5% pension
Hours:	22.5 hours per week (0.6 FTE) increasing to 30 hours per week (0.8 FTE) from April 2022, across 5 days
Holidays:	22 f/t days (0.8 FTE) plus 10 bank holidays taken over the winter holiday
Contract:	2 years fixed term (initially)
Location:	On site at SSW, Lumsden, Aberdeenshire
Responsible to:	Office & Finance Manager
Relocation:	On site, self-catering accommodation for a fixed period of 3 months.
Flexible working:	We are aware that everyone has different commitments in their work and home lives, and we are open to requests for varied working hours. Any requests will be considered taking into account the role requirements, impact on the organisation and work colleagues. We would be happy to discuss this with you if you have any questions prior to application.

### Key Dates:

Deadline for application:	Monday 1 November 2021, 12pm GMT
Notification of interviews:	by Wednesday 3 November 2021
Interviews:	Monday 8 November 2021
Handover and start date:	Wednesday 1 December 2021

## 2. About Scottish Sculpture Workshop (SSW)

SSW is an arts organisation based in Lumsden, Aberdeenshire. Our rural workshops offer artists and local communities access to making facilities supported by expert technicians in ceramics, foundry, forge, casting, wood and metalwork. Throughout our 42 year history, SSW has remained true to our founding ethos of collective making, living and learning.

Our programme and workshops support experimentation, togetherness and hands-on learning. We question the dominant narratives of our location and critically engage with the urgent issues of our time through artist-led projects, residency, open access workshops and international collaboration.

We build meaningful connections with the material world and each other.

Read more about our [mission, vision and values on our website](#).

### 3. Role Description

As the Admin & Accounts Assistant, you will support the SSW staff team and Board and act as the first point of contact to the many communities who use our site, including artists, regular users, local community members and wider stakeholders. You will work closely with the Office and Finance Manager to provide robust accounting and administration for the organisation.

Duties include:

#### Administration

- Assist in the smooth running of SSW and provide general administrative support to the staff team as required.
- First point of contact for public enquiries relating to Open Access Residencies, artist commissions and other production/fabrication services. Ensuring that these are dealt with efficiently in dialogue with the wider SSW team. Responsible for issuing costs to potential users and invoicing for services used.
- Co-ordinate the booking, invoicing and communication of Courses participants. Answering queries and issuing joining information in a timely manner. Liaising with technicians and dealing with cancellations.
- Liaise with and monitor the performance of relevant external suppliers including the review and renewal of utilities contracts and material purchases in line with SSW's ethics and environmental policies.
- Compile travel and energy data for the provision of carbon management reporting and other annual reporting.
- Help maintain and manage competent filing systems and document control, archiving and retention, in line with SSW's data protection policy.
- Assist the Office & Finance Manager with the development and implementation of new/revised methods of data management.
- Attend and participate in staff meetings and produce minutes.
- Responsible for co-ordinating Board Meetings, including agendas, travel arrangements, refreshments and IT support, and attending those meetings to produce minutes.
- To be proactive in identifying and developing personal training and professional development needs.
- To actively support SSW's Equalities, Diversity and Inclusion work.
- We are a small team, so you must be willing to pitch in and undertake other duties when necessary, and contribute to a vibrant and caring workplace culture.

#### Reception

- The first point of contact for incoming phone and email enquiries. Welcoming visitors, dealing with incoming and outgoing mail and deliveries.

- Reception cover during office hours.
- Maintain high quality, professional and courteous relations with all internal and external contacts including, artists, project partners, contractors, service providers and the local community in Lumsden.
- Responsible for updating telecoms provision – voicemail, opening hours, closure messages etc.

#### Accounting

- Responsible for monthly accounting updates, inputting data for purchase and sales ledgers including VAT partial reclaim calculations, raising sales invoices, processing customer receipts, and preparing monthly bank reconciliations using Sage 50 Cloud Accounts and Microsoft Excel.
- Responsible for monitoring and chasing aged debtors.
- Responsible for ledger management and resolving queries.
- Assist the Office & Finance Manager in accurate financial reporting procedures.
- Responsible for costing and ordering stock, equipment and general supplies. To keep stock records and price lists updated across Sage and iZettle.

All duties should be carried out in line with SSW's Shared Values Statement. SSW reserves the right to vary duties and responsibilities according to the needs of the organisation.

#### **4. Skills and experience we are looking for**

We value diverse knowledge and experience and recognise that skills and experience can be gained in many contexts, including professional ones such as work, volunteering and/or education, and personal contexts, including hobbies, interests and lived experience. We welcome applications from people from a range of backgrounds, who can demonstrate that their skills and experience match the criteria below:

##### Experience / Training:

- Experience in a similar role and/or previous accounts, Sage or administrative training. Or;
- Learned 'on the job' experience through self-employment or voluntary roles within the arts, charity or social justice contexts such as committees, co-ops or artist collectives.

##### Essential skills and abilities:

- Ability to communicate with people from different backgrounds in a warm, clear and concise manner
- Knowledge of accounting and proficient in Sage 50 Cloud Accounts or similar
- Effective written skills and minute taking

- Skilled in organising and planning ahead, with the ability to prioritise your workload and multitask
- Accuracy and close attention to detail throughout all work, in particular with numeracy
- IT literate, including working knowledge of Microsoft Office applications, Google Drive and payment gateways such as iZettle and Stripe.

Desirable skills and abilities:

- Understanding of web and CRM systems
- Familiarity with Data Protection practices, including the GDPR
- Interest in SSW's activities and ethos, with a desire to support our mission, vision and values
- A want to work for the benefit of our communities in Lumsden and the surrounding area, with an understanding of local needs and challenges

Personal attributes:

- Honest, reliable and conscientious
- Comfortable taking ownership of your role and responsibilities
- Enjoy working collectively and constructively as part of a small, busy team
- Willing to work flexibly and respond to competing demands
- Good at problem solving and taking initiative

## **5. Equal opportunities and access**

We recognise the multiple and intersecting barriers many people experience to accessing jobs in the arts, due to their race and/or ethnicity, age, gender, sexual orientation, disability and socio-economic background among other identities.

At SSW we are working to address and dismantle these barriers and actively encourage people who are underrepresented within the staff team to apply for jobs at SSW. This includes people who experience racism, those who are disabled and/or neurodivergent, people who are trans, non-binary and/or queer and people from working class / lower socio-economic backgrounds among other underrepresented and oppressed identities.

If you would like to find out more about our approach to accessibility and equal opportunities at SSW, please contact Programme and Communications Manager, Jenny on [jenny@ssw.org.uk](mailto:jenny@ssw.org.uk).

## **6. How to apply**

The deadline for applications is Monday 1 November 2021, 12 noon (12pm GMT)

The following section is intended to support you to make a strong application, by providing the information we need to best understand how you meet the requirements for the role.

Please apply for this role using the online application form. All applications should be submitted in the form of a letter (maximum 800 words/ 2 sides A4). This reflects the skills required for the role.

Please note we are not inviting CVs for this role. Use the letter as an opportunity to tell us about relevant experience and skills to this position.

### Support with making your application

Please contact us at SSW if you have any questions about this role, if you have technical difficulties or you have any access requirements that we can support you with in the application process.

If you would like support in thinking about or articulating how your experiences are transferrable or relevant to this role, you can make a time to speak with one of our team who is not involved in the recruitment process. Please email [jenny@ssw.org.uk](mailto:jenny@ssw.org.uk) with your name, phone number and what you would like to discuss and we will arrange a suitable time.

### The questions:

1. Your name
2. Your pronouns – tell us how you like to be referred to, for example they/them, he/him, she/her or any others
3. Write a letter to the team at SSW. This is the main part of the application and we have broken down what we would like you to tell us below:
  - a. Tell us what interests you about working at SSW.
    - i. If you are unfamiliar with the organisation it might help to look at our website or arrange to speak with a member of the team (details above) to find out more about what we do.
  - b. Tell us why you think you are a good match for the skills, experience and personal attributes we are looking for. You can tell us about things that relate to your work or life experience.
    - i. Look at the job description. Tell us about experience relevant to the role and try to give us examples.
    - ii. Think about each of the points in the skills and experience section and give us examples of when you have used or learned each of these things.
    - iii. Think about each of the points in the personal attributes section and tell us how you match these. Again, try to give us examples.
4. Please share the names and contact details of two people who can offer references for you. References will only be sought after the job has been offered.
  - a. One person should be your most recent employer (if applicable).

- b. The other person should be someone who knows you through education, employment, volunteering or personal interests, not someone related to you or a close friend. Think of someone who has worked with you doing something relevant to this role. Remember to ask this person if they are happy to be your reference.

#### 5. Equal opportunities questions

Please complete these questions, as the answers to the questions help us learn who is engaging with this process and who is underrepresented in the organisation. Answers to these questions are anonymous and treated confidentially.

### Selection process

The applications will be read by two members of the SSW team. When we review the applications we will consider the case made against the required skills, experience and personal attributes for this role.

### Interviews

Interviews for this role will take place on Monday 8 November 2021. If you are shortlisted we will contact you to invite you for interview by Wednesday 3 November 2021.

If you are local to SSW we will invite you to an in-person interview on site at SSW. If you are further away or have commitments that make it difficult for you to travel to SSW for an interview, we will arrange a remote interview using Zoom. The format of the interview will not affect the decision-making process. Interviews will be with Sara Gallie, Office and Finance Manager, and Sam Trotman, Director. Please advise in advance if you are unable to travel to SSW.

At this point we will want to hear more about the experience and skills you refer to in your application. We will ask some scenario-based questions to understand how you work and the experience you would bring to the role. We will provide you with the questions beforehand so you can think about what you would like to tell us. We will also ask you to think of some questions for us. We will speak with each person for 30 minutes maximum.

We have a budget available to support reasonable access needs for the interviews if required. This could include, but is not limited to, digital adjustments such as captioning or childcare costs, among other options. We will work with each person participating in an interview on a case-by-case basis to support your needs as much as possible.

### Outcome

The outcome of the selection process will be confirmed by Wednesday 10 November 2021. We will offer written feedback for interviewed applicants. If you would like feedback at this stage please request it by Monday 15 November.

All offers of employment will be contingent on satisfactory references. Under the Asylum and Immigration Act we are required to check that everyone employed by SSW has the legal right to work in the UK. We will ask you to provide proof of this.

**Thank you for taking the time to apply for this role at Scottish Sculpture Workshop.**