

Admin & Accounts Assistant | Frequently Asked Questions (FAQs)

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1. Can I job share?

We are looking for one person for this position. The role is part-time and to split the hours further would make it unsustainable for many candidates. This role is a connecting role within the team so to split this between two people also increases the chance of miscommunications and errors.

2. Why does the FTE for this role increase in April 2022?

We are in the first phase of Capital Development and the site is closed over the winter. During this time there will be a lower turnover of administrative and accounting, which is reflected in 0.6 FTE. From April 2022 we will be increasing to full capacity with the re-opening of the site and will require more administrative and accounting support, with the role increasing to 0.8 FTE. We understand that between December 2021 and April 2022 this may be a transition period for you, and are open to discussing remote working during this time.

3. Can I work remotely?

This role is the first point of contact for visitors to the site as reception cover. As such it is an on-site position. Temporary remote working may be negotiable if you are relocating to Aberdeenshire or have access needs which cannot be supported in our temporary office during capital development.

4. What about COVID-19?

Regardless of what happens in the coming year with COVID-19, we are planning for our site activity to continue with contingency planning in place. If

the site is closed and there are travel restrictions in place we will respond accordingly, and work with you to find the best way to support you in the role. We have many safety procedures in place to keep everyone safe while the site is open and we are working in the office. [You can read more about these on our website.](#)

5. *What do you mean by “experience in working with accounts and administration”?*

We would suggest that ‘experience’ could be gained over a course of two years or more. You could have gained this experience through (possibly a combination of) education, volunteering, self-employment or on the job training, among other ways. We encourage you to think about transferrable skills when writing your application.

We recognise that you may have faced barriers to work or education previously, had breaks in your career or taken alternative routes into work, so it may not be easy to define if you have had two year’s experience. Rather we hope that this will give you an idea of the level of the role – the responsibility, the tasks it will encompass, and the related salary.

If you feel that the role is at an appropriate level for your knowledge, experience and development, regardless of how and when you have gained this, we encourage you to apply.

6. *Why don’t you ask for a CV?*

We believe a CV puts too much emphasis on professional experience and the prestige of named institutions, which many people experience barriers to accessing. A CV is also a specific format that needs to be taught and learned, and we recognise that not everyone has that privilege. Thinking about your skills and experience, professional or personal, and using these to tell us how you could do the job is more accessible for more people. If you send us a CV with your application, we will not include it in the selection process.

7. *Can you support relocation?*

We can offer on site self-catering accommodation for a fixed period of three months to support relocation.

8. *What access support can you offer?*

We recognise that you may require adjustments to support you in your role. This could include, but is not limited to, specific equipment, furniture or software, changes to working hours or communication requirements, among others. [There is information on the physical accessibility of our site available on our website](#), and we are planning for this to be improved through the first phase of the capital development. During the redevelopment we would be open to remote working, should the temporary workspace be inaccessible or

inappropriate for your needs. If your needs aren't covered by SSW's standard employment practices we are open to supporting you to use Access to Work.

9. Can I use the workshops and studio at SSW?

Yes! You can use the studio for personal practice when it isn't in use by visiting artists, and the workshops when there is availability. We would usually use the workshops in our free time, unless it is part of projects or programming, and this must be done with the agreement of a technician.

10. I have caring responsibilities, how will SSW support me?

We can offer a family sized room in a shared house to support your relocation, and an extra bedroom, should you be moving with someone for whom you have caring responsibilities. Currently this house is also being used as SSW's office during working hours and we recognise this set up might not suit every family (biological or chosen among others). We can support in finding support and networks for you and those you care for locally.

11. What's it like to live in Aberdeenshire?

As you can imagine, it is quieter than living in a large town or city. There is lots of opportunity for walks and enjoying the local landscape. You really feel the seasons here, with long bright nights in summer and deep darkness at the height of winter.

The nearest towns to Lumsden are Huntly (25 minute drive) and Alford (15 minute drive). Both have schools, leisure centres, restaurants and supermarkets. Huntly is also home to our friends at Deveron Projects, who have lots of events to go to. Aberdeen is around an hour's drive away. It's home to diverse communities and cultural organisations/groups. There are shops, restaurants, religious centres, cultural venues and universities. Most of the team live in smaller villages around Lumsden and drive to work, unless they live in Lumsden itself. Public transport operates on a limited timetable throughout the week – because of this it can be helpful to have access to a car or be an avid cyclist! With this though, we often give each other lifts into work and there is usually someone travelling in most directions.

In Lumsden itself, there is a small garage, village hall and primary school. The fish and chip van comes on the second weekend of the month and everyone turns out for it. There are several local suppliers who deliver goods to Lumsden, such as butchers, bakers and fishmongers, and supermarkets also deliver groceries.