

Upland



Job Title:	Finance & Administrative Officer
Contract Date:	A temporary 5 month contract with an immediate start until July 2021. There is scope for this post to continue beyond this date and may be extended dependant on funding.
Contract Type:	Employee. Part-time – 2 days (14 hours) per week.
Location:	Upland Office, Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ (with a combination of home working due to Covid-19 restrictions)
Responsible to:	Creative Director, Assistant Director & Upland Community Interest Company Board of Directors
Responsible for:	Maintaining financial and administrative support systems to ensure the effective and efficient operation of Upland CIC
Salary:	£10.00 per hour

About Upland

Upland Arts Development CIC is based in Dumfries and Galloway, South West Scotland.

Upland is a bold, ambitious, rurally-based visual art, design and craft development organisation that evolved from Spring Fling Community Interest Company in 2015.

We nurture, produce and promote visual art, design and craft, and raise the profile of the creative industries of our rural area in a national and international context. We support and promote visual artists, designers and makers by developing mutually supportive partnerships, and engaging with diverse communities and audiences.

Upland's flagship event, Spring Fling Open Studios, is an annual visual art and contemporary craft open studios event that takes place across Dumfries and Galloway and was set up in 2003. In its new expanded form Upland now provides a year-round creative programme presenting a range of opportunities including exhibitions, residencies, professional and creative development opportunities, mentoring, workshops and more.

The Post

We are looking for a motivated Finance & Administrative Officer to join our team.

The initial contract will be for a five month period. Depending on funding this post may be extended. We are looking for the successful candidate to start immediately, ideally the week beginning 15th February.

The salary will be £10.00 per hour for 14 hours per week.

Upland will provide a work laptop and the successful candidate will be required to work a combination of home and office working (in Dumfries), this will depend on Covid-19 restrictions. Working days are negotiable but two consecutive days per week would be preferable, however, flexible hours can be discussed.

The successful candidate should be able to start as soon as possible.

Job Description

To carry out a broad range of finance and office administrative functions supporting the delivery of the events and programmes of the organisation.

Key Tasks

Finance

- Maintain financial records on the Sage accounting system including purchase, sales and nominal ledgers and ensure timeous payment of invoices.
- Liaise with the staff to ensure adequate records are kept.
- Reconcile on a monthly basis bank accounts, department and control accounts, and petty cash.
- Liaise with administration team to ensure records reconcile and procedures are followed.
- Assist the Creative Director and Assistant Director with compilation of records and backup documentation as required by funders.
- Assist with the preparation of the annual accounts and year end audit as required.
- Prepare information for monthly management accounts.

Office Administration

- Assist in managing and coordinating Spring Fling's friends and Upland's membership systems
- Assist in maintaining project databases, ensuring they are up to date, accurate, and conform to the requirements of the Data Protection Act
- Assist the Assistant Director as required in event evaluation and proof reading of print material
- Occasionally attend and minute committee meetings and planning meetings as required.
- Occasional evening work as required.
- Other day-to-day office duties as required.

This job description is not exhaustive and is intended to convey the types of, and level of, duties and responsibilities inherent in the post and may be amended by the inclusion of any other duties commensurate with the level and nature of this post.

Also if you have specialist knowledge and interest relevant to other aspects of Upland's work, please indicate that in your application and we will take this into consideration.

Personal Specification

We are looking for the following qualities in the successful candidate:

- Ability to exercise a high degree of initiative
- Highly organised, numerate and logical
- Self-motivated with the ability to work independently as well as part of a team
- Ability to work to tight deadlines
- Ability to work with minimum supervision
- Ability to work under pressure
- Willingness to be flexible
- A commitment to the work of Upland

Essential skills & experience:

- Experience in database management/data entry
- Experience in maintaining financial records on a day to day basis on computerised accounting systems, including purchase, sales and nominal ledgers for charitable/non-profit organisations
- Knowledge of project accounting/departments
- Experience in processing payments
- Experience in using accounting packages - preferably Sage 50 Accounts for non-profit organisation
- Good working knowledge of Microsoft Office Packages, especially Excel
- Good knowledge of financial procedures
- Experience in minute taking
- Excellent written and oral communications skills

Desirable:

- Current driving licence and access to a car
- Knowledge of the creative sector
- Experience in maintaining and updating web based information including content management systems

How to Apply

To apply for this post please send your C.V. and Covering Letter indicating your suitability for this post by **midnight 31st January 2021** to: amy@weareupland.com

Interviews will take place online on **Wednesday 3rd February** via Zoom. **If you have any queries or require any further information please contact Amy Marletta, Creative Director, Upland at amy@weareupland.com**