



Job Description for Office Co-Ordinator / Book-Keeper Edinburgh Jazz & Blues Festival:

The Edinburgh Jazz & Blues Festival (EJBF) is Scotland's flagship jazz and blues event, attracting audiences of 70,000 people with a distinctive, world class programme that appeals to a broad range of the public. In addition to its programme of around 170 concerts over ten days annually in late July, the Festival produces the Edinburgh Festival Carnival, The Mardi Gras and has a year round programme of learning and participation activity and concerts.

www.edinburghjazzfestival.com

EJBF is looking to appoint a self-employed, part-time bookkeeper with experience of working in a small organisation in the arts/charity sector.

Working as part of a small team, you will report to the Producer, ensuring that the organisation's financial records are kept up-to-date, and that timely and accurate accounting information is provided as necessary.

We are looking for a confident self-starter, someone with all round bookkeeping experience; including management of our accounting system SAGE, processing payroll; and with a good knowledge of the legal requirements, particularly in relation to our partial VAT exemption.

Regular tasks would include

- Financial processing: bookkeeping, including: sales and purchase ledger – raising invoices, processing payments, bank reconciliations, initial problem solving, credit control, compliance
- Overseeing all cash, including petty cash, the issue of floats and incidental cash management including banking.
- Updating sales reports and reconciling box office returns
- Providing administration support for the recruitment of staff and administration of HR processes including payroll and pensions
- Office Management: procurement of all office suppliers and services including maintenance, stationary, kitchen and bathroom supplies, office catering, managing office cleaners, rubbish uplifts.
- Financial input into grant management processes (undertaken with project/grant specific staff) and end of project reporting.

General requirements

- Supporting the day-to-day operations of the office
- supporting Board meetings by taking and producing minutes
- providing IT support, including any desk-top troubleshooting

Person Specification

An experienced management accountant able to operate confidently within a diverse role. The successful candidate will have excellent attention to detail and a track record in improving controls and processes. Highly systems literate, they will be able to demonstrate initiative, and be a strong team player. Someone who is prepared to roll up their sleeves and make things happen.

Essential skills/experience

Knowledge and experience of maintaining a well-controlled financial environment in an arts organisation
Experience of office management
Good working knowledge of SAGE Accounting and SAGE Payroll
Good experience using MS Office with advanced Excel skills

Desirable skills/experience

Clear and engaging communicator
Highly analytical
Experience of preparation of annual financial statements
Experience of monitoring budgets

Job Details

This is a PAYE position for 100 days per year on a £120 per day rate plus Employer's pension. We would require a fixed one day per week commitment year round, with an additional day per week between May and the end of July plus ad hoc days to support other activities and meetings. We can be flexible about the days worked. You will be entitled to 8 days holiday and relevant bank holidays

Normal working hours are 10am-6pm in a mix of home working and in the office (currently second floor in Leith).

If you consider you have the skills and experience to meet the requirements of our job description and person specification, you can apply by sending your CV and a 500 word outline addressing how your skills and experience meet the requirements of the role, to: info@adjazz.co.uk. Please mark your email Office Co-Ordinator / Book-Keeper

Closing date for applications (noon on Monday 17th January 2022)

Interviews will be held (Week Commencing 31st Jan)

Successful applicants will be anticipated to start as soon as possible.

If you have any questions about the role, please email fiona@adjazz.co.uk

We expect all employees to adhere to the Festival's Environmental and Equality, Diversity, and Inclusion Policies.

It is essential that all applicants have eligibility to work in the UK.