

**Bookkeeper/Administrator**, Creative Dundee

**Contract value:** £ 1,800 (£100 per day for 3 day a month contract)

**Contract period:** Six months from commencement of contract with possibility of extension, starting 1 September 2017 - 28 February 2018.

**Closing date:** 5pm, 11 August 2017.

Please note this is a contract for self-employed services and is not an employed role, therefore it is a flexible position and we are happy to work around the contractor's other commitments. Due to the nature of this contract, the contractor would be expected to work from our central Dundee office, during standard office hours.

### **About Creative Dundee**

Creative Dundee connects creative talent with opportunities and amplifies the city's creativity. Through encouraging collaboration, networking and profiling of talent, Creative Dundee helps support people to base, grow and sustain their practice in and around the city. Our online platform showcases local activities to increase awareness, and we work in partnership with other organisations to impact positively on communities and the city.

It's an exciting time for the city and for the organisation - this contract reflects a key ambition of the city and a core value of Creative Dundee, to ensure that all citizens thrive, and culture and creativity are at the core.

The team delivers a number of projects and activities, therefore we are now looking for an experienced Administrator/Bookkeeper, based locally, who can work closely with our small team to maintain our thorough administration processes.

More details about Creative Dundee's work, team and background can be found on our website: [www.creativedundee.com/about](http://www.creativedundee.com/about)

### **Role**

The contractor will:

- Support the Director with financial accounting processes, including raising and paying invoices using online banking, coding budget lines to specific projects, logging travel expenses, and using Xero, the financial record keeping software.
- Prepare quarterly management reports with the Director for our Board meetings using Xero to generate these.
- Ensure paperwork and reports are prepared for meetings and minutes are recorded as required.
- Support the team with correspondence to general enquiries and work with the team on specific projects which require administration tasks including word processing, printing, preparing documents, handling post, maintaining filing systems and using spreadsheets and databases.

## **Experience and requirements**

- Sound financial management skills - using Xero is highly desirable.
- Excellent computer literacy skills - using Excel, databases and Word.
- Self motivated and happy to work autonomously in a small active team.

## **Contract period**

This contract will start as soon as the Administrator/Bookkeeper has been appointed. This contract will require a 3 day a month commitment at a day rate of £100. We are flexible to accommodate suitable hours. The Administrator/Bookkeeper will invoice Creative Dundee as a freelancer on a regular agreed basis.

## **Location**

Based in Dundee - there is a desk space available at Creative Dundee's office in the Vision Building, Dundee. Ideally the contractor will be happy to bring/use their own laptop device for this contract.

## **Application**

Please get in touch by detailing your experiences and interests in working with us in an email, along with a CV (no longer than 2 pages please) to Gillian Easson, Director, Creative Dundee: [gillian@creativedundee.com](mailto:gillian@creativedundee.com) by the deadline: 5pm, 11 August 2017.