



Soul City Arts - Job Description

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| Role: | Bookkeeper |
| Base: | Birmingham, working flexibly and remotely |
| Reporting to: | Artistic Director and incoming General Manager |
| Contact Type: | Freelance / contract of self-employment |
| Fee: | Daily Rate of £275 inclusive all expenses and VAT |
| Timescales: | 1.5 days per month (with possibly additional days required in first 3 x months) |
| Contract Duration: | Up to one year |
| Start Date: | A.S.A.P. from September 2023 onwards |

About Us

Soul City Arts (SCA) is an arts organisation committed to developing creative and innovative programmes of work that deliver against our vision of 'connecting communities and transforming society through creativity'. We create high quality events and programmes that bring people together to explore commonalities and shared narratives across all faiths and none. Our work is characterised by deep visual spectacle and an immersive environment that engages all the senses. By celebrating our shared humanity, we seek to reverse the isolation felt by some communities and thus build pride, civic engagement, and confidence.

The organisation is led by artist and curator Mohammed Ali MBE and a team of creatives. Governance is provided by an experienced Board of Directors. Soul City Arts is based in our warehouse space at Port Hope Road, which we hope to develop into a thriving community hub. We have delivered programmes across the UK and around the globe but remain committed to delivering locally from our new base in Sparkbrook, Birmingham. Following our recent success in becoming an Arts Council England National Portfolio Organisation, this is a perfect time to join the team as we continue to build our team, offer, and reach. **Discover more [here](#).**

The Role

Soul City Arts seeks to engage an experienced Bookkeeper to work an average 1.5 days a month, reporting to the Artistic Director and incoming General Manager. Additional work may be required at the beginning of the contract to set up the bookkeeping software system (see below) as the organisation establishes the necessary financial policies and procedures.

Responsibilities

- Setting up a bookkeeping software system on software of your choice (see below)
- Delivering cashflow reporting alongside management accounts
- Processing all transactions (purchases, expenses, receipts)



- Preparing and entering accruals, deferrals and provisions as required
- Reconciling monthly income and expenditure and balance sheet accounts
- Filing VAT returns with HMRC
- Running payroll and completing related returns, including PAYE/NI
- Providing data and information to the team and answering queries
- Running reports to support project management activities

Note: SCA needs to establish a system using either QuickBooks or Xero (the “System”) online to maintain its financial records, including payroll. **The System needs to be set up so we will take the recommendation of the appointed Bookkeeper as to which they prefer.** Financial reporting will use the System reports to feed an excel generated set of management accounts. There are currently fewer than 6 employees, but this can vary with activity and the team regularly collaborates with freelance creatives and suppliers of services. SCA engages external accountants to prepare and file its statutory accounts and any matters related to Corporation Tax.

Core Competencies

An experienced and qualified bookkeeper, you will be a flexible and responsive self-starter and problem-solver who prioritises effectively and delivers on time and to a high standard. An excellent and patient communicator, you will advise team members on finance questions in a clear, non-technical way. You will be able to work closely with staff across the organisation, SCA’s financial adviser and the Board. Comfortable working in a small organisation, with an interest in arts/culture, you will have an awareness of the financial constraints within which organisations in the charity/ not-for-profit sector operate.

Experience, qualifications, and knowledge

- Experienced bookkeeper with appropriate qualifications (AAT or similar)
- Knowledge of accounting software (please state which one – Quickbooks or Xero or both)
- Good knowledge and experience in Microsoft Office tools particularly Excel
- Strong planning and project management skills
- Highly organised with excellent time management skills – good at setting and meeting deadlines.
- Familiarity with and appreciation of diverse cultures and faith in all its forms.
- Understanding and appreciation of the vision and values of SCA – set out in outline [here](#).

Process

Please prepare a document of no more than 3 x sides A4 paper which answers the following questions. If you prefer you can record your answers to all these questions on a video of no more than 4 minutes. The questions are set out below:



- Please provide your full name and contact information (email, contact number, address)
- Tell us why would you like to work for Soul City Arts?
- Tell us more about you and your interest in this specific role?
- Please provide up to three examples of your experience which you believe best demonstrates your ability to deliver the role for which you have applied?
- Tell us about a recent creative experience that you really enjoyed?
- What does community and inclusion mean to you?
- Please also provide details of referees (name, job titles, organisations, email and contact number if known).

Applications (as documents or video files) should be sent to info@soulcityarts.com.

SCA is committed to equal opportunities and will treat all applications fairly on the basis of written submissions. To support us with our monitoring processes, **please complete the anonymous equal opportunities form available at [here](#).**

Timetable

Advertised: Monday 4th September 2023
Deadline: Ongoing, until this freelance vacancy is filled. SCA reserve the right to close the recruitment process once a suitable candidate is confirmed. If you are interested in this position, you are encouraged to apply ASAP.
Interviews: Ongoing. Interviews are likely to take place online, via Zoom or Microsoft Teams.
Role Commencement: From September 2023.

General

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.