

LUX
Waterlow Park Centre
Dartmouth Park Hill
London
N19 5JF

tel +44 (0)20 3141 2960
www.lux.org.uk



Dear Applicant,

RECRUITMENT PACK: LUX BOOKKEEPER

Thank you for your interest in the post of Bookkeeper at LUX.

You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification

To apply, please send the following items in a single email addressed to job@lux.org.uk using the subject line: **LUX BOOKKEEPER / YOUR NAME**. Application materials must be submitted in a single PDF document plus separate Equal Opportunities Form and be received no later than end of day (5pm) on **22 January 2024**. Any applications received after this time will not be considered.

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role with reference to the job description and person specification below. Please read this pack carefully before applying and please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (attached separately to your application but in the same email)

If you have any particular access needs or need any help applying or questions that are not answered in this recruitment pack then please contact us at job@lux.org.uk

Interviews will take place at LUX in London or online on **7 February 2024**.

INTRODUCTION

LUX is a public arts organisation that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world.

We are looking for a committed individual who will be part of the work LUX does supporting artists and advocating for artists' moving image in the UK. LUX is a small friendly organisation and this position is based in our building in Waterlow Park, Highgate, North London, a beautiful location in a public park with its own gardens, with LUX Scotland based in Glasgow, Scotland.

You do not have to have prior experience of working with artists' moving image but an interest in contemporary visual arts and the value of the public arts sector would be an asset.

Reporting to the LUX Director of Finance and Operations, you will have a great attention to detail with an ability to think on your feet and stay calm in a busy environment, and further training will be provided for the right person. LUX is a charity and not-for-profit organisation which was originally founded as an artists-run co-operative, although we are no longer a co-operative the values of equity, equality and democracy are key to all of LUX's work and we expect everyone who works here to share and promote those values.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people.

JOB DESCRIPTION

LUX BOOKKEEPER

Days: Wednesdays and Thursdays 10am - 6pm with one hour lunch break (We will consider requests for flexible working hours)

Salary: £30,000 pro rata (0.4)

Holidays: 25 days per year plus statutory holidays (5 compulsory days (pro rata) must be taken during the office closure at Christmas) with an increase of 1 day per year worked up to a maximum of 30 days.

Contract: Permanent, with 6 month probationary period

Notice Period: 1 month

Responsible to: Head of Operations and Finance

Based at: LUX, Waterlow Park Centre, Waterlow Park, Dartmouth Park Hill, London, N19 5JF (Possible remote working arrangement, however this position requires contact hours of minimum 8h per month)

About the Role:

We are looking for a Bookkeeper to manage LUX's finances. The bookkeeper will work closely with the Head of Finance and LUX' external Accountant to maintain LUX's financial records.

Tasks and responsibilities include, but are not restricted to, the following:

- Managing daily financial record keeping in Xero including bank transactions, Soldo card payments, Petty Cash, staff expenses, and business credit card
- Cross-referencing transactions against bank statements and other source documents to confirm accuracy
- Maintaining accounts payable ledger. Record and classify purchase invoices in Xero, and arrange payment according to credit terms
- Maintaining accounts receivable ledger. Create sales invoices in Xero and ensure prompt receipt of payment.
- Managing month-end processes, including journals, accruals, bank reconciliations and review of debtors and creditors ledgers
- Liaising with external accountant who prepares management accounts

- Maintaining accurate financial records, and alert the Accountant of errors
- Maintaining the Chart of Accounts, in conjunction with the accountant
- Process casual workers' wages, if any
- Managing employee expense claims
- Posting payroll journal
- Preparing and submitting quarterly VAT returns
- Acting on behalf of LUX with HMRC
- Liaising with Head of Finance and LUX Accountant on quarterly management accounts
- Administrating annual royalty payments in collaboration with Head of Finance, Distribution Director and Technical Director
- Assisting Head of Finance and LUX Accountant with preparing yearly accounts and audit files
- Ensuring compliance with legal requirements
- Adhering to LUX policies and procedures in all transactions
- Supporting other members of the team as needed
- Upholding standards in all communications, both internal and external
- Any other duties as reasonably required

Our ideal candidate will be a bookkeeper with a qualification such as AAT (or similar), and will be proficient in Xero. They will be able to work as part of the team as well as on independent tasks.

TERMS AND CONDITIONS

The above position is offered on a permanent contract subject to the completion of a satisfactory probation period.

The above details and the job description for the position of Bookkeeper are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

PERSON SPECIFICATION

- AAT qualification, or similar work experience
- Minimum 3 years bookkeeping experience
- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Proficient in excel and Xero
- Knowledge and understanding of Payroll and VAT (additional training available)
- Understanding of HMRC requirements
- High degree of accuracy and attention to detail
- Pro-active, independent and a skilled problem-solver
- Comfortable dealing with high volumes of complex data
- Able to manage multiple priorities and work calmly under pressure and to deadline

DESIRABLE

- Experience of working in an Arts Council England Funded organisation
- Knowledge of international VAT requirements

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.