



Role: ArtCan Bookkeeper

Fee: £15 per hour

Hours: Up to 3 hours per month | on an ongoing basis

Reporting to: Director of ArtCan

Role Description

ArtCan is a non-profit arts organisation that supports artists through profile raising activities and exhibitions, an open network of 'likeminded' peers, and practical support structures.

The ArtCan team strive to develop a vibrant exhibition and events programme for their members and international artists who have no formal gallery representation. This also ensures that 'art' is being shared to the wider public audience in an accessible and exciting fashion. In turn, this enables artists to find their voice and sustain their practice.

Currently ArtCan relies entirely on volunteers to run the organisation and deliver their exciting programme each year.

Recently the Trustees have approved the new role of bookkeeper to support the Director of ArtCan in her day to day running of the organisation. The ArtCan Bookkeeper will be an integral part of the administrative team. It is anticipated the role will require a commitment of 2-3 hours per month and would suit someone who is London based.

Key responsibilities will include:

- updating and maintaining cash book and bank account reconciliations
- accounting for prepaid expenses and deferred income
- preparation of quarterly management accounts
- preparation and submission of annual statutory financial accounts
- preparation and submission of corporation tax return
- submission of any other statutory obligations (confirmation statement, other)
- regular meeting with the Director of ArtCan at a mutually beneficial time

To apply:

Please email your CV with a covering letter explaining why you would be suitable for the role to info@artcan.org.uk by **Sunday 9th September**.