



87 Hackford Road
SW9 0RE London

Van Gogh House London & Gallery CIC

Van Gogh House & San Mei gallery is an arts and heritage organisation in London.

The van Gogh House is open to the public in a limited way but is embarking on an ambitious exhibition programme as well as running an online and physical shop.

As the organization restructures from a limited company to a CIC we are looking to recruit a friendly and practical book-keeper who can become part of the team, support the re structure and really get to know the organisation.

We are looking for some one who enjoys working in a creative environment and can support the directors to ensure efficient and effective operation.

The job will entail daily financial admin and ensure the book-keeping is up to date, reconciliation of bank accounts, payment of bills, work with department heads to set budgets and monitoring progress against a business plan.

Reporting to the management team that includes Managing Director, finance manager and company accountant.

Duties Include:

- Support management to select, set up & use accounting software: Quickbooks or Xero or Sage
- Supporting the VAT recording and potentially using the VAT margin scheme
- Purchase ledger processing including purchase invoices and monitoring of payables
- Sales ledger processing including monitoring of receivables, updating of stock book and inventory
- Credit control
- Issue of invoices
- Bank reconciliation
- Management of booking and sales depositis
- Liaison with staff to ensure stock and supplier and sales invoices are correct
- Managing the various sales platforms eg. eventbrite, shopify
- Process staff expense claims
- Financial input to grant & funding applications
- General admin including supplier, artist, staff enquiries
- Other related duties as required

Skills:

- Minimum 2 years book-keeping experience
- Experience in cloud- based accounting systems and proficiency with Microsoft Excel
- Understanding of accounting principles particularly relating arts organisations that includes VAT recording and VAT margin scheme. Excellent organizational skills and attention to detail
- Excellent communication skills
- Flexible approach and ability to deal with issues as they crop up
- Able to work on own initiative

• <http://www.vangoghhouse.co.uk/> • info@vangoghhouse.co.uk



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T&C's

Salary: £27,000 per annum pro rata for 12 hours per week (annual £9257)

The appointment is part-time at 12 hours per week

There can be some flexibility with hours but preferred working hours between 10:30 and 14:30, Mon/Thurs/Fri each week.

This post will be subject to a 3 month probationary period.

Location: whilst the van Gogh House & Gallery are located in Stockwell, the management offices are in Ealing West London. Work location would therefore be in Ealing.

Application:

To apply, please send us a CV and covering letter explaining why you are interested in this role and why you are suitable to and when you would be able to start to:

recruitment@vangoghhouse.co.uk

Deadline: 24th September 2021

Interviews: 30th Sept/1st October 2021