

Finance Assistant

Contractual Details

Reporting to:	Finance Manager
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh EH3 9FP.
Working hours:	Up to 22.5 hours per week between Monday-Friday, occasional evening/weekend work may be required.
Annual Salary:	£15,736 (pro rata £26,228 FTE)
Contract duration:	Permanent
Probation period:	6 months
Annual leave:	33 days FTE, inclusive of public holidays

Established in 1967, Edinburgh Printmakers was the first open access print studio in the UK. We play a leading role in connecting studios, workshops, and artists nationally and internationally, enabling high-quality making and social enterprise. As contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city.

We moved into our refurbished heritage building Castle Mills in Fountainbridge in 2019. We have expanded our offer, with new studios and galleries, an exciting programme of exhibitions, events and courses, creative spaces across Scotland, accommodation for visiting artists, an archive, café, and shop.

Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of artists to contribute to the cultural life of the nation. Our vision is to help shape a better world through widening access to printmaking and the arts through creating an international centre with world-class facilities and exceptional models of support for artists.

We receive funding from Creative Scotland as part of its network of Multi-Year Funded Organisations, and Strategic Partnership Funding from the City of Edinburgh Council. We fundraise actively, and as a charity with a trading arm all our profits are reinvested in our charitable objectives.

Job Description

Main duties and responsibilities

The Finance Assistant will support the efficient and effective daily running of the finance department across a variety of functions. Reporting to the Finance Manager, the role requires strong attention to detail, the ability to use initiative, and a commitment to the accurate processing of accounting transactions and financial information.

Ensure a strong focus on controls through accuracy of data input and capture into financial systems.

This includes, but is not limited to:

- Accurately maintain the purchase ledger, ensuring daily processing of supplier invoices in Xero, including verifying purchase orders, processing expense claims, credit card transactions, bank payments and receipts.
- Collate and prepare the weekly supplier payment run.
- Accurately maintain the sales ledger, including generating customer invoices and credit notes, sending customer statements, and maintaining accurate customer account records.
- Oversee credit control, proactively chasing outstanding debts and escalating overdue accounts to the Finance Manager as required.
- Ensure all direct debits are accurately set up, maintained, and reconciled in a timely manner.
- Build and maintain strong working relationships with internal and external stakeholders to ensure delivery of service excellence.
- Accountable for managing own assigned daily, weekly, and monthly tasks.

Month end processes & controls

- Support the Finance Manager to ensure month end processes are delivered on schedule including stock takes.
- Support ad hoc postings, journal entries, and month end reporting requirements.
- Regularly complete the reconciliation of supplier statements.
- Support month end bank and balance sheet reconciliation process.
- Support the annual audit process by filing and providing required financial information to the Finance Manager and auditors as needed.

Continuous process improvement and business efficiencies

- Challenge the status quo associated with current processes and work with management to identify opportunities for process improvement and/or improved control.

Other

- Customer care – be responsible for dealing with the public and studio members to ensure effective service and continued good relations.

Person Specification

Essential

- Level 2 AAT qualification or equivalent.
- Minimum 2 years of previous experience in an accounts/bookkeeping role.
- Knowledge of charity financial and accounting procedures
- Experience of using a computerised finance system
- Proven ability to manage a purchase & sales ledger and perform bank reconciliations.
- Strong organisational, time management and prioritisation skills, with the ability to multi-task and deliver high quality work within tight deadlines, both independently and as part of a team.
- Effective oral and written communication and interpersonal skills, with the ability to challenge assumptions and practices with diplomacy and a customer-centric approach.
- High level of attention to detail and accuracy.
- Ability to use own initiative and work proactively with minimal supervision.
- Excellent IT skills, including confidence with database management and data reporting; proficiency in Microsoft Excel, Word and email.

Desirable:

- Experience of using Xero, and/or Odoo.
- Experience of assisting with VAT returns.
- Experience of direct debit management

Personal Qualities

- Commitment and motivation to work within an arts charity environment.
- Positive, adaptable attitude, and ability to work well with a diverse team.
- Able to find effective, creative solutions through problem solving.
- Trustworthy, conscientious, adaptable, and innovative.
- Able to prioritise tasks in a busy working environment.
- Commitment to equalities, diversity, and inclusion.
- Able to work outside normal office hours if required.

Access

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities

All staff members are expected to help ensure the implementation of the Equalities, Diversity, Inclusion policy.

Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on HR@Edinburghprintmakers.co.uk

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

Working Hours

This is a part-time time, up to 22.5 hours a week role. Occasional evening and weekend work may be required and will be granted as time off in lieu.

Training

A training plan will be developed to support this role.

Application Process

Please submit an up-to-date CV and a 2-page max. covering letter which sets out clearly how you match the skills and experience required for the role.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application deadline: Noon Tues 9 June 2026

Interviews will take place on: Friday 19 June 2026

Completed applications should be sent by email to: HR@edinburghprintmakers.co.uk with the job title in the subject line.