



Bookkeeper – Project OK

We are looking for a person who can support Artistic Director Kate Taylor with book keeping skills, for a multistranded project.

Project OK

Project OK 2024 and beyond, will focus on mental health and wellness through a combination of inclusive outreach opportunities and performance work, targeting communities and schools in Central & North Warwickshire; professional dance artists and project collaborators will also experience the projects overarching fundamentals, through both practice and support. This is phase two following a research and development project in 2021.

The role will be light touch at a total of 1 day a month from April-December 24, and will be flexible. Role can be delivered remotely/from home, with some in person working.

The role will include;

- Responsible for recording financial transactions
- Liaising with the Director remotely & in person
- Producing a clear record of working cash flow & budget

Required Skills;

- Bookkeeping skills
- Basic computer programme knowledge (word, excel, etc)

*You will need access to a computer/laptop and access to a car is desirable as any in person work will be in rural areas with limited public transport.

Fees

£100 per day

Application

Please send us your CV and an expression of interest in a format of your choice (written application no more than 2 sides of A4, and voice note or video no longer than 3 minutes). Please send to katetaylor2008@live.co.uk.

Shortlisted Applicants will be invited to a short interview in person/or remotely on Wednesday 20th March (times to be arranged with you).

Deadline

Friday 15th March, 5pm

Kate Taylor
katetaylor2008@live.co.uk



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