



**Job Title:** Finance Officer  
**Accountable to:** Head of Operations  
**Hours of work:** Full time  
**Rate of pay:** £18,000+ dependent on experience  
**Base:** An Lanntair, Stornoway  
**Contract:** Permanent

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## **Introduction**

This is a superb opportunity for a motivated and hard working individual, with proven skills and experience in finance administration, to join our dynamic arts centre team as the Finance Officer.

This role will be based at An Lanntair in Stornoway.

## **About An Lanntair**

An Lanntair is a multi arts venue – at one and the same time a contemporary art gallery, a theatre, a cinema, a concert hall, a platform for poetry and literature, a studio – every space is stretched to showcase the arts in multiple forms. Encompassing it all, we pride ourselves in presenting an inspirational programme of excellence that engages and illuminates its audiences.

Our work stretches across a national and indeed international platform, yet our distinctiveness lies in being 'of the place', rooted in who we are, and the creativity of Gaelic and the Outer Hebrides takes centre stage. In October 2005, following a ten year campaign, our magnificent, nationally significant new arts centre on the Stornoway waterfront was opened. Our facility includes a 220 seat auditorium, gallery space, office space, shop, bar and restaurant facilities. The building was one of the largest ever arts developments in the Highlands and Islands and is of key strategic importance nationally for the arts and culture of the Outer Hebrides.

Find out more about our work at our website here: <http://lanntair.com/>

## **About this role**

This role would be perfect for a motivated professional with experience of financial accounting systems. The role is primarily focused on supporting the financial management of An Lanntair's trading account, which deals with income and expenditure and payroll for the café bar and shop activities. The role would suit a hard working individual with some existing skills and experience in financial management and accounting systems, and someone who is looking to grow and develop their skills further. Full training will be provided on the An Lanntair trading finance systems.

An Lanntair's finance department is a busy team with multiple priorities on a day to day basis. The role would also provide general support to both the Head of Operations and Head of Finance on all finance activities across the organisation.



The role would offer a great opportunity to be involved in the successful running and growth of our busy arts centre, becoming a key part of our close working and dynamic arts centre team.

If this sounds interesting, please feel free to contact Tina Macphail, Head of Operations, to discuss and ask any questions that you might have on the number below.

### **How to apply**

The job description and person specification for this role are attached. Applicants are invited to review these carefully and submit a detailed letter of application, setting out the ways in which they meet the essential and desirable criteria in the person specification, and a Curriculum Vitae by post or email to:

Tina Macphail, Head of Operations  
An Lanntair, Kenneth Street, Stornoway, HS1 2DS  
[tina@lanntair.com](mailto:tina@lanntair.com)

Should any applicant wish to ask any questions or discuss anything prior to submitting their application, please feel free to contact Tina Macphail, Head of Operations on 01851 708480 or [tina@lanntair.com](mailto:tina@lanntair.com)

The deadline for applications is **Monday 3<sup>rd</sup> October 2016 at 9am**