

# Brief for Freelancer

## Accounts-based review of arts centres

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**Future  
Arts  
Centres** ●  
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**Dates:** Estimated 7 days worked flexibly, by Monday 4<sup>th</sup> December 2023

**Fee:** £120 per day

**Contract type:** Freelance

**Location:** Remote working

**Deadline for expression of interest:** 10am, Monday 6<sup>th</sup> November 2023

### **About the role**

Future Arts Centres is a network of 140+ UK arts centres providing support for leaders and advocating for the sector.

In order to better advocate for arts centres, we want to have a better understanding and data analysis of the existing industry profile.

We are commissioning a desk-based review of arts centres, focussing on gathering information available in Financial Statements for our current members.

### **Role description**

We are looking for an individual to support us by compiling data that is in the public domain. A template and process will be provided, and the individual will need to research and extract data from 140+ sets of Financial Statements.

It is a role that would suit someone with a basic understanding of how to read Financial Statements, and might especially appeal to someone interested in the arts and charity sectors, or using data to lobby.

We are open to hearing from anyone who might be interested, but expect that it may appeal to final year or recent graduates with a background in accounting.

### **Essential:**

- Confident interpreting and extracting basic information from a set of Financial Statements
- Attention to detail
- Ability to work independently
- Confident use of Excel
- Access to own IT equipment (software: Excel)

Desirable:

- Interest in arts, especially arts centres and community spaces

Please note that the freelancer is responsible for all their own taxes; they must provide their own computer/equipment and are responsible for their own office/work space.

**Application process**

To express your interest in the role, please email: [christine@futureartscentres.org.uk](mailto:christine@futureartscentres.org.uk) with:

- A brief introduction about yourself
- Your availability in November 2023
- You may wish to attach a CV or link to your work (optional)

The deadline for applications is: 10am, Monday 6th November 2023

**Accessibility**

If you have any questions or require this information in a different format, please contact [christine@futureartscentres.org.uk](mailto:christine@futureartscentres.org.uk)