



Job Description

Job Title: Finance Assistant

Responsible to: Management Accountant

Bristol Music Trust

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we opened our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This is a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

The Finance Team

The Finance Team is part of the Operations Team and are responsible for all the Trust's accounting, finance and budgeting requirements, including the recording and monitoring of income and expenditure, maintenance of adequate financial controls, preparation of budgets, internal and external financial reporting, financial analysis, and compliance with tax and other regulations.

The work of the department includes giving professional financial guidance and support to other departments (Programming, Production, Facilities, Marketing, Development, Box Office and Creative Learning and Engagement); identifying areas for cost savings and maximising income generation; agreeing show settlements with external promoters for hall rentals; processing ticket income and

costs for our own concert promotions; monitoring the performance of the Trust's trading subsidiary, BMT Enterprises Ltd; and producing statutory accounts to be filed with Companies House.

Purpose of Role

The Finance Assistant supports the Finance Team and will also take on specific responsibilities for parent invoicing and accounts payable.

This is a key support role within Bristol Music Trust providing comprehensive financial support to enable the effective operation of the organisation.

Key Responsibilities

Music Education Hub

1. Maintain finance data held in SpeedAdmin (music tuition booking software) to support music hub staff with all aspects of financial processes.
2. Raise termly parent invoices on SpeedAdmin and support the Hub team with complex adjustments / customer queries to ensure that parents are billed correctly, and queries are resolved promptly.
3. Reconcile parent payments from SpeedAdmin to bank receipts and Sage Intacct (finance software).
4. Process parent refunds.
5. Produce SpeedAdmin reports of parent debtors and support hub staff with debt management.
6. Produce SpeedAdmin reports of tutor hours for monthly payroll to ensure employed music tutors are paid correctly for any additional hours worked.
7. Process journals on Sage to correct coding errors.
8. Complete balance sheet reconciliations of the SpeedAdmin control accounts and other relevant balance sheet accounts.

Accounts Payable

1. Manage the monthly freelance tutor payment process by coding and inputting invoices onto Sage so that they can be correctly authorised by the relevant budget holder.
2. Support the Finance Officer to manage the Accounts Payable email inbox, adding purchase invoices to the purchase ledger ensuring they are coded correctly.
3. Respond to supplier queries by email and phone.
4. Process staff expenses weekly.
5. Process monthly credit card journal, ensuring that receipts have been received for all items purchased.
6. Perform the weekly payment run for BMT Enterprises Ltd.

Accounts Receivable

1. Support the Finance Officer to manage the Accounts Receivable email inbox.
2. Add sales invoices to the sales ledger ensuring they are coded correctly.
3. Respond to customer queries by email and phone.

Other

1. Assist Finance Officer with month end petty cash counts and banking.
2. Provide guidance and support to all BMT staff, ensuring Finance policies and procedures are followed.
3. Attending regular Finance meetings and attend and contribute to other organisation meetings as required.
4. Provide holiday cover / support to other Finance Team members.
5. Carry out any other duties that may reasonably be required.

Employee Specification

The post holder **must** have the following competencies:

Core Competencies:

COMMUNICATION

- Able to communicate in a professional and friendly manner, both verbally and in writing.
- Listens to the views and issues of others.
- Conveys and receives information effectively and builds positive working relationships both internally and externally.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Adapts and works effectively in different situations, in order to carry out a variety of tasks and remains calm and level-headed under pressure.
- Had a can-do attitude and remains positive and puts difficulties into perspective.
- Reliable and flexible in response to work priorities and issues

CUSTOMER SERVICE

- Provides an excellent level of customer service both internally and externally.
- Understands customer requirements and is able to deliver services to meet a diverse range of needs across the organisation.
- Seeks to provide added value where appropriate.

PLANNING AND ORGANISING

- Able to organise and manage their own time effectively.
- Able to prioritise and manage their own workload in an efficient manner.
- Responds to changing priorities.
- Meets Deadlines and completes work to schedule.

TEAMWORK

- Works co-operatively and flexibly with peers to achieve common goals.
- Ability to work effectively as part of a team.
- Proactive in taking on additional tasks.

Role Specific Competencies:

NUMERACY

- Able to work with numbers and analyse quantities of data to draw meaningful conclusions.

IT SKILLS

- Excellent IT skills and recent experience of the use of IT packages (Microsoft Excel, Word and Outlook in particular).
- Excellent Excel skills, able to set up spreadsheets and use complex formula such as VLOOKUPs.
- Able to adapt and learn how to use new IT software.
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ACCURACY AND ATTENTION TO DETAIL

- Achieves a high standard of accuracy in maintaining financial records and preparing information for internal and external customers/clients.
- Able to work methodically, paying attention to detail and is able to check their own work for errors.

The following would be desirable:

OTHER

- Experience of using accounting software to process and record financial information.
- Experience working in or an interest in the arts and charity sectors.
- Experience of using Sage Intacct accounting package.

Support for finance qualifications will be considered once probation has been completed.

Date created/modified: March 2024

Created by: Finance and HR

Approved by: Chief Operating Officer

Outline of Terms and Conditions:

Role:	Finance Assistant
Salary:	£24,500 per annum
Contract:	Permanent
Hours:	Full-time, 37 Hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. **Please use our Application Guidance when writing your application in order to make the best of your application and to be aware of what we are looking for in shortlisted applicants.**

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team at hr@bristolbeacon.org

We can provide mentors who can give support to applicants who might find this helpful, for example around articulating transferable experience if you haven't worked within the arts before or other areas of the application process that you might need support with. To make a request for this please email hr@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs.

Disabled applicants who meet the essential criteria for the role, will be offered an interview.

Closing date: **9.00am on Tuesday 2 April 2024**

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.