



Job Description

Job Title: Senior Finance Officer

Responsible to: Head of Finance

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 2018, we embarked on a major capital transformation to create a world-class concert hall for the region that is the most inclusive in the UK. Prior to transformation, our artistic programme had grown to 450 events and six major festivals, attracting 300,000 visitors per year. Our visitors come from across the UK and abroad with 65% from Bristol. Throughout the refurbishment, we have run a programme of 200 concerts per year in interesting locations, which has maintained crucial engagement with audiences and artists, targeting hard-to-reach groups and disadvantaged areas.

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

We are showing further sector leadership through our sustainability commitment to become the first carbon neutral concert hall in the UK.

We believe in the power of music to transform lives, and we achieve our aims through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and staff wellbeing, so that our team can be their best selves at work. Bristol Beacon's commitment to diversity is that we believe that our work will be greater when we are representative of the lived experience across Bristol and the wider region.

We are looking for people with the skills, enthusiasm, and experience to help us to widen our perspective and better serve the needs of our communities. We are particularly interested to hear from applicants who may be from a background that is underrepresented in the culture sector and would like to develop their chosen field of work with us.

Operations

Operations is headed by the Chief Operating Officer (COO), and incorporates Finance, Technical Services, Commercial Business Development, People Management/HR, and Front of House, and is responsible for ensuring that Bristol Beacon's resources and activities are managed effectively. The team works to enhance our commercial opportunities and maximise the resources available to meet the charitable objectives and creative ambitions of the organisation. The team is also responsible for ensuring that appropriate controls are in place to meet all legal and regulatory requirements.

The Finance team is led by the Head of Finance and is 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, monitoring of budgets, internal and external financial reporting, financial analysis, and compliance with tax and other regulations. The work of the department is varied and includes giving professional financial guidance and support to other departments (Programming, Communications and Marketing, Technical Services, Box Office, Creative Learning and Engagement, Commercial Business Development and Development/Fundraising); identifying areas for cost savings; 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.

The Commercial team works to create commercial opportunities which both maximise income generation from our trading activities, and complement the primary objectives of Bristol Beacon, whilst enhancing the overall customer experience. Trading activities are run through BMT Enterprises Ltd, and include the hire of venue spaces for conferences, meetings, and other events; the provision of bar and catering facilities at Bristol Beacon; and the provision of Box Office services to other arts organisations.

The Technical Services team is managed by the General Manager who is responsible for the overall running of the operational areas in Bristol Beacon to achieve high building and performance standards. Maximising profits and return on investment of the Trust's building and infrastructure resources is the focus of the role with a strategic view of the venue and the venue's future and implementing the BMT strategy in relation to the operation of the building.

Effective Human Resource Management is provided to the organisation in accordance with agreed BMT policies and procedures and the People Manager works alongside the COO to develop and implement the People Strategy for the organisation. Our People Team work to provide a complete support service to our managers and staff, to improve processes that enhance organisation effectiveness, our culture, and staff experience, and to drive initiatives such as wellbeing and staff engagement and support for our inclusion and diversity aims.

The COO represents the Front of House function at senior manager level to ensure that full account is taken of venue potential and plans and implements customer service strategy and policy for the Trust in line with the Trust's strategic objectives, working to ensure the Front of House team is fully integrated with other teams.

The team works closely and collaboratively with other departments to ensure a professional approach and enhance the experience of our customers - audiences, clients, promoters, artists, and all other users of Bristol Beacon and our services.

Purpose of Job

This is a key support role within Bristol Music Trust providing comprehensive financial support to enable the effective operation of the organisation. The post-holder is responsible for a wide range of financial processes, financial reporting and data analysis.

This role focuses on supporting our Creative Learning and Engagement (CLE) activities but other areas of responsibility will be included in the role from time to time.

Key Responsibilities and Key Related Competencies

CLE Management Accounting

1. Preparation of individual and consolidated monthly management accounts for budget holders and Director of CLE in an accurate and timely manner.
2. Meet regularly with budget holders to review accounts and ensure that they are accurate and that any variances from budget are as expected or explainable and then reforecast as required.
3. Prepare budgets and funders reports in required formats ensuring that they are also consistent with and reconciled to BMT management accounts.
4. Supporting operational staff with coding to ensure income and expenditure correctly recorded, and ensuring that the correct VAT treatment applied.
5. Ensure that staff salaries are correctly charged across CLE departments and projects
6. Ensure that management fees and any other internal charges are correctly applied.
7. Support Head of Finance and Assistant Management Accountant with organisational forecasting and the annual budget process.

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 sales invoices, invoice adjustments and credits for Schools
3. 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.
4. Process parent refunds.
5. Produce SpeedAdmin reports to support hub staff with debt management.
6. Produce SpeedAdmin reports in accordance with monthly payroll timetable to ensure employed music tutors are paid correctly for any additional hours worked.
7. Manage the monthly freelance tutor payment process checking that hours charged reconcile to SpeedAdmin records of work delivered, and ensuring that invoices are correctly authorised by project managers.
8. Prepare financial reports for the Arts Council funding and submit these and other required documents on Grantium portal.

Grant Funded Projects

1. Ensure any donor restrictions on income are recorded correctly and that only eligible expenditure is charged to restricted funding.
2. Support project managers with funders reports.

Other

1. Complete balance sheet reconciliations of the SpeedAdmin control accounts and other relevant balance sheet accounts.
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
- Able to explain complex information clearly.

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
- Seeks to provide added value where appropriate
- Understands customer requirements and is able to deliver services to meet a diverse range of needs across the organisation

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

FINANCE EXPERIENCE

- Recent experience of working in a finance capacity within a busy office environment.
- Excellent IT skills and recent experience of the use of IT packages (Microsoft Excel, Word and Outlook in particular)
- Experience of using accounting software to process and record financial information
- Experience of budgeting.
- Experience of preparing basic finance information reports for staff and external audiences.
- A basic understanding of VAT
- Ability to think commercially

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 working in or an interest in the arts and charity sectors
- A knowledge of charity accounting and an understanding of restricted and unrestricted funding.
- Experience of using SAGE Intacct accounting package
- AAT (or similar) qualified or part-qualified

Date created/modified: September 2022

Created by: Finance and HR

Approved by: Chief Operating Officer

Outline of Terms and Conditions:

Role:	Senior Finance Officer
Salary:	£26,000.00 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 and equal opportunities monitoring data 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 to hr@bristolbeacon.org

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 Manager on 0117 204 7108.

- We can provide mentors who can give support to applicants who may not have worked in a cultural organisation before and would like some advice as to how to articulate their experience and how it is transferable. This might be because you are from a background that is underrepresented in our sector. To make a request for this please email hr@bristolbeacon.org or call 0117 204 7108.
- If you have specific question about the role, then for an informal chat please contact Sophie Whitaker, Head of Finance sophie.whitaker@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.

The closing date for applications is **Wednesday 19 October 2022 at 9am**

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.