



WILTSHIRE MUSIC CENTRE TRUST LIMITED
Registered Charity (No. 1026160)



Accounts Assistant (6-month fixed term contract) Job Description and Person Specification

Closing Date: 27th September 2024
Interviews: w/c 7th October 2024

Job Description

Wiltshire Music Centre is offering an opportunity to join its small and vibrant team as Accounts Assistant on a 6-month fixed term contract. This part-time role provides finance administration support to the Head of Finance.

Under the supervision of the Head of Finance, the role contributes to the delivery of a wide range of accounting processes including payroll, preparation of monthly management accounts, Gift Aid, and internal and external reporting.

This post requires a resourceful and experienced individual with excellent organisational and finance administration skills, a confident communication style (in person, over the phone and via email), and the ability to multi-task, prioritise effectively and forward plan in a fast-paced and dynamic environment. The role also requires a level of discretion as it deals with a range of confidential information.

This is a unique opportunity for someone with an interest in supporting a finance team to thrive while having an insight into and contributing to a growing first-rate arts organisation deeply rooted in the local community.



About the Role – Accounts Assistant

KEY RESPONSIBILITIES	
Financial administration & bookkeeping	<ul style="list-style-type: none"> • Maintain financial records in an accurate and timely fashion using Sage 50 Accounts and Excel spreadsheets when needed • Administration of invoices, receipts and payments • Cash management processes and monitoring of bank accounts • Purchase ledger administration • Sales ledger including raising invoices for lettings using our venue management system • Event and project accounts including reconciling with box office data • Credit card administration and monitoring • Debtors and creditors monitoring and management • Monthly bank reconciliations
Regulatory & other reporting	<ul style="list-style-type: none"> • Compliance with regulations relating to company law, charity law, national statistics, data handling and protection, and employment • Compilation of data and documents as required for reporting to key funders including Arts Council and Wiltshire Council
Payroll	<ul style="list-style-type: none"> • Using Sage 50 Payroll system, prepare the monthly payroll for all WMC permanent and casual employees • Ensure accurate and timely submission of all returns to HM Revenues & Customs for PAYE and National Insurance • Ensure returns of pension contributions to WMC's pensions provider • Assist any new member of the team to enrol on to the payroll and pension systems, and answer any related query
Tax & Gift Aid	<ul style="list-style-type: none"> • Complete Gift Aid declaration and associated administration • Allocation of tax codes while inputting on Sage to allow accurate VAT reporting (full guidance will be given)
Other	<ul style="list-style-type: none"> • Assisting with Asset management and procurement • Assisting with Management Accounting and budget monitoring • Assisting with preparation of papers for Finance & Resources Committee and WMC Board

OTHER RESPONSIBILITIES

All members of the WMC team share the following responsibilities:

Strategic alignment	<ul style="list-style-type: none"> • Ensure that WMC’s vision, mission and values inform all aspects of the work planned and delivered • Contribute to the activities of the organisation in whatever way necessary, to promote the interests of the organisation and achieve its business plan and strategic objectives • Act as an advocate and ambassador for the organisation, consistently promoting WMC and its programmes
Standards & care	<ul style="list-style-type: none"> • Ensure that the highest standards, and in particular visitor and customer service standards (audience members, artists, participants, hirers, partners etc.) are consistently achieved • Undertake all activities in compliance with WMC’s policies and procedures, in particular Data Protection and Safeguarding • Work in a cost-effective manner, making efficient use of resources and adhering to financial rules and procedures
Venue assistance	<ul style="list-style-type: none"> • Working as part of a small office team, answer phones, greet and assist visitors as required • Lock the building and set the alarm at the end of a day / shift / event as appropriate
Team development	<ul style="list-style-type: none"> • Actively contribute to regular team meetings, business reviews and planning processes; take minutes and follow up on actions whenever required; attend trainings and escalate any requirement • Assist and support colleagues whenever required, promoting the ethos of co-operation and a flexible and inclusive work environment
Evaluation and continuous improvement	<ul style="list-style-type: none"> • Contribute to the continuous improvement of the charity’s work by analysing performance and feedback, making suggestions as appropriate and attending training.
Other	<ul style="list-style-type: none"> • Carry out any other duty as reasonably requested by the CE&AD or Trustees to support the team in assisting artists, customers, participants, service users or delivering events at WMC

Person Specification

WMC is looking for an energetic, self-driven and adaptable person, with excellent communication skills and the ability to rapidly make a strong contribution in a changing environment.

The role requires the following skills, qualities and experience in particular:

SKILLS		
<i>(not in priority order)</i>	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Excellent all-round administrative and computer skills including Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint) ✓ Thoroughness and strong organisational skills ✓ Excellent communication and interpersonal skills in person, on the phone and by email, and ability to relate to a wide range of people ✓ Initiative, flexibility and self-motivation – ability to work without supervision as well as collaboratively as part of a team ✓ Excellent time management, ability to manage multiple priorities, work under pressure and meet tight deadlines 	<ul style="list-style-type: none"> • Some experience of working with young people, community groups and a varied range of stakeholders • Some experience of working in a public venue and looking after audiences / participants
Specific to the role	<ul style="list-style-type: none"> ✓ Sound analytical and numeracy skills, ability to understand budgets ✓ Experience of working in a finance or bookkeeping role in a business environment ✓ Confident using Excel ✓ Ability to research, digest, analyse and present material clearly and concisely ✓ Experience of data management, reconciliation and reporting ✓ Willingness and ability to learn and use new programmes or tools as necessary 	<ul style="list-style-type: none"> • Advanced Excel user • AAT level 2 or equivalent qualified, or qualified by experience • Experience of Sage 50 Accounts and Sage Payroll • Experience in not-for-profit sector

PERSONAL QUALITIES		
<i>(not in priority order)</i>	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Strong commitment to WMC's work and values ✓ People-orientated, good-humoured, able to demonstrate tact, diplomacy and patience ✓ Acute attention to detail and quality of the work delivered ✓ Delivery-driven, can-do attitude ✓ Resilience to changing conditions or unexpected obstacles ✓ Keen to learn, open to feedback and new ways of doing things ✓ Ambitious for yourself and the organisation 	<ul style="list-style-type: none"> • Understanding of music as a means of delivering educational benefit in many ways • A passion for and commitment to the arts and arts education
Specific to the role	<ul style="list-style-type: none"> ✓ Excellent interpersonal skills and ability to adapt communication style and approach to different audiences / stakeholders ✓ Discretion and a good understanding of confidential issues 	

OTHER		
<i>(not in priority order)</i>	Essential	Desirable
General	<ul style="list-style-type: none"> ✓ Right to work and live in the UK ✓ Availability and willingness to work flexible hours 	
Specific to the role	<ul style="list-style-type: none"> ✓ Agreement to an enhanced DBS check 	<ul style="list-style-type: none"> ✓ Full driving licence and ready access to use of a car when required

Terms and Conditions

Responsible to	Head of Finance
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Contract	<ul style="list-style-type: none"> • 6-month fixed term contract • Employee of The Wiltshire Music Centre Trust Limited
Hours	<ul style="list-style-type: none"> • Part time (0.6 FTE): 22.5 hours per week • Normal working hours: Monday-Friday between 8am and 6pm with a 1-hour unpaid lunch break • Occasional evening and weekend work • WMC operates a Time Off In Lieu (TOIL) system for any overtime
Holidays	<ul style="list-style-type: none"> • 32 days per year (pro-rata) including the standard bank holidays for England and 2 days at Christmas
Location	<ul style="list-style-type: none"> • Wiltshire Music Centre, Bradford on Avon BA15 1DZ • Flexible working options available

Salary	£24,000 - £25,000 p.a. pro rata (depending on experience)
Pension	<ul style="list-style-type: none"> • WMC will auto-enrol eligible staff into a pension scheme (The People's Pension), with required employer contributions
Staff benefits	<ul style="list-style-type: none"> • Complimentary tickets for WMC core programme performances (subject to availability and staff tickets policy) • Annual training opportunities
Starting	<ul style="list-style-type: none"> • As soon as possible

Equal opportunities and safeguarding commitment

WMC is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences. WMC is committed to safeguarding and promoting the welfare of children, young people and vulnerable people and expects all staff and volunteers to share this commitment.