

ACCOUNTS & ADMIN ASSISTANT



WILTSHIRE
Live **MUSIC**
CENTRE
BRADFORD ON AVON

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“Without West of England Youth Orchestra (WEYO), I would absolutely not be at music college, pursuing music as a career... I started ten years ago and the support in the past ten years has been unforgettable.”

Grace White, Clarinet

WELCOME FROM THE CO-DIRECTORS

We're delighted that you're interested in the Accounts and Administration Assistant role here at Wiltshire Music Centre (WMC).

It is an incredibly exciting time here at WMC. The leadership team has been recently reinvigorated with our appointment as Artistic and Executive Directors.

We are working together with the skilled team to create a new vision for the Centre, where our music, Creative Learning and Community programmes are supercharged: exciting, relevant and reflecting the needs of our communities, artists and audiences.

Our space is unique: we are a 300 seated concert hall in Bradford on Avon in the heart of rural Wiltshire and since we opened in 1997, we've built an enviable reputation as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Our cross-genre music programme runs from classical to jazz, folk and contemporary music, with artists like the Doric String Quartet, Orchestra of the Age of Enlightenment and Sam Sweeney having close relationships with the Centre. Learning and music creation happens in every space - music-making opportunities for exceptional young musicians,

community groups and our group for disabled young adults brings our space to life every week.

WMC will be changing and growing quickly over the next few years - with exciting developments, new music and artistic changes meaning this is an exciting time to join the organisation for someone who is interested in working somewhere fast, dynamic and creative.

We hope that you share our passion for music and music-making. Music, and the arts, are essential - and we want to ensure we're at the heart of our communities for years to come.

We look forward to hearing from you.

Daniel Clark and Sarah Robertson

Artistic Director and Executive Director

THE ROLE OF

ACCOUNTS & ADMINISTRATION ASSISTANT

ROLE SUMMARY

We're offering an opportunity to join our small and vibrant team as Accounts and Administration Assistant. This is a full-time role which provides both bookkeeping support to the Head of Finance and Finance Manager (3 days a week) and high-level administrative support to the Board and Executive Director and Artistic Director (2 days a week).

Under the supervision of the Finance Manager, the role will assist in the smooth running of the department, contributing to the delivery of a wide range of accounting processes. The

successful candidate will be responsible for handling various accounting processes, including cash management, purchase ledger entries, payment runs, sales invoice accounting, and bank transaction postings.

This role will also play a crucial role in supporting the new Leadership Team in an administrative capacity.

This role requires a proactive individual with strong organisational and administrative skills, excellent communication abilities, and a talent for multitasking. The ideal candidate will be able to prioritise tasks

effectively, plan ahead, and thrive in a fast-paced, dynamic environment. Discretion is key, as the position involves handling sensitive and 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, an ambitious arts organisation deeply rooted in the local community.

We are open for this opportunity to be a training role for the right candidate, with training given on the accounts aspect of the role if required.

AS ACCOUNTS & ADMIN ASSISTANT, YOU WILL:

- ✓ Provide finance and accounting support to the Finance Manager
- ✓ Provide administrative support to the Executive Director & Artistic Director
- ✓ Act as administrative event support to the Operations team
- ✓ Provide team support for internal events and administrative tasks



KEY AREAS OF RESPONSIBILITY

FINANCE ADMIN & BOOKKEEPING

- ✓ Manage and maintain financial records using Sage 50 Accounts, ensuring accuracy and compliance, using Excel where needed
 - ✓ Administer and monitor company credit card transactions, ensuring proper documentation and reconciliation
 - ✓ Proactively monitor and manage outstanding debts, ensuring timely payments and receipts
 - ✓ Work closely with the Honorary Treasurer, Executive Director, and Head of Finance to collate and prepare year-end files required for the annual audit
 - ✓ Oversee cash management processes, including monitoring and reconciling bank accounts
 - ✓ Generate and process invoices for venue lettings through our venue management system, ensuring timely and accurate billing for all services provided
 - ✓ Allocate the appropriate tax codes when inputting transactions into Sage, ensuring accurate VAT reporting (full guidance will be given)
 - ✓ Efficiently handle purchase ledger processes, ensuring all transactions are recorded accurately
- As you become more experienced within the role, we may request you take on additional more complex financial duties such as assisting with the VAT and payroll. Full support and training would be provided*

ADMINISTRATION

- ✓ Assist with administration and preparation of all Board and Committee meetings including setting up meetings, minute taking, following up and collating actions
- ✓ Assist in the preparation and filing of HR contracts and support the recruitment process
- Manage diaries and scheduling for the Executive Director and Artistic Director
- Support the Event Operations team with administrative tasks

OTHER

- ✓ Assist with ad-hoc administration tasks such as procurement and ordering and monitoring stationery office supplies
- ✓ Coordinate internal team events, social events, team building days
- Working as part of a small office team, answer phones, greet and
- ✓ assist visitors as required
- ✓ Carry out any other duty as reasonably requested by the Executive Director, Head of Finance or Trustees to support the team in assisting artists, customers, participants, service users or delivering events at WMC

PERSON SPECIFICATION

EXPERIENCE

- ✓ Solid understanding of financial systems and processes, and budgets
Experienced in using Excel
- ✓ Previous experience in an administrative role in a business environment
- ✓ Experience of data management, reconciliation and reporting
- ✓ Strong ability to research, analyse, and present information in a clear and concise manner

ESSENTIAL SKILLS

- ✓ Excellent all-round administrative and computer skills
- ✓ Strong organisational and time management skills
- ✓ Excellent communication and interpersonal skills
- ✓ Ability to handle multiple tasks and meet deadlines in a fast-paced environment
- ✓ Strong analytical skills
- ✓ Familiarity with accounting software such as Sage

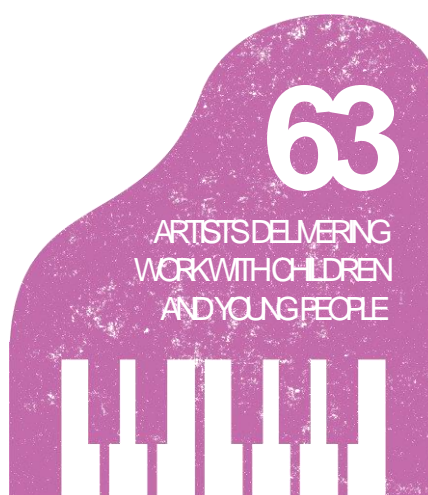
DESIRABLE SKILLS

- ✓ Some experience of working with young people, schools, community groups and a varied range of stakeholders
- ✓ Experience of working for an arts venue/charity



FACTS AND FIGURES

2023/24 SEASON



HIGHLIGHTS INCLUDED:

Brodsky Quartet 50th Anniversary Shostakovich cycle

16-piece folk band Old Time Sailors

First if Opera Teatime Concert for 80 isolated older people

Adventures with Hairy MacLary – first family concert with West of England Youth Orchestra

I Fagiolini's festive programme 'Angels and Demons' with Rachel Podger

Ronnie Scott's All Stars Hejira celebrating Joni Mitchell (1st tribute show)

Saltlines Raynor Winn/ Gigspanner Big Band as part of Eco:Fest our first climate action festival

ORGANISATIONAL STRUCTURE

BOARD OF TRUSTEES

James Wetz (Chair), Rosa Corbishley (Vice Chair), Jonathan Cross, Miranda Houghton, Esme Jones, Mark Lee, Emma Sandberg, Ian Thorn, Mike Toft

PROGRAMME AND LEARNING COMMITTEE

FINANCE & RESOURCES COMMITTEE

JOINT EXECUTIVES

Artistic Director | Executive Director

SENIOR LEADERSHIP TEAM

*Director of Communications
Head of Creative Learning and Community Engagement
Head of Finance*

TEAMS

Artistic Programming

Creative Learning

Operations

Marketing & Fundraising

Finance

Technical

Front of House

Volunteers



POSITION DETAILS

SALARY

£23,810 per annum

CONTRACT

Permanent

WORKING HOURS

Full time, 37.5 hours per week

LOCATION

Office-based, flexible working patterns are available

REPORTING TO

Finance Manager & Executive Director

PROBATIONARY PERIOD

Six months

ANNUAL LEAVE

32 days per annum, including statutory holidays, plus two extra days at Christmas

WHAT WE OFFER

Complimentary tickets for WMC core programme performances

The People's Pension – contributions in line with statutory auto-enrolment

Hybrid/flexible working arrangements



HOW TO APPLY & TIMELINE

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to recruitment@wiltshiremusic.org.uk.

Please include details of x 2 referees.

For an informal chat about the role, please contact **Jen Dewey, Head of Finance**

jen.dewey@wiltshiremusic.org.uk

As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.

TIMELINE

CLOSING DATE FOR APPLICATIONS

Friday 25 April

INTERVIEWS

W/C 5th May





“Full house and an attentive audience... we greatly enjoyed our time at Wiltshire Music Centre and would very much like to return.”

Bournemouth Symphony Orchestra

