

## **Job Description**

### **Finance Assistant, The Stoller Hall**

**Starting salary:** c. £20,000 pro rata (actual salary £12,154 p.a.)  
Part-time position

**Two year fixed term contract** subject to annual performance appraisal, reviewable and extendable by negotiation.

**Responsible To:** General Manager of The Stoller Hall, Bursar and Finance Officer

**Hours of work:** 21 hours a week (ideally 3 days per week but flexible)

**Holiday Allowance:** 17 days per year including pro rata allowance for bank holidays

**Notice Period:** 1 month

#### **CONTEXT:**

On April 21, 2017 The Stoller Hall will open its doors for its first public concert. The £8.7m concert hall, built within Chetham's School of Music in the centre of Manchester, will boast a 482-seat auditorium with a state-of-the-art acoustic perfect for a variety of artists and ensembles across many genres; for chamber orchestras, choirs, chamber music and recitals plus an adventurous programme of jazz, folk, pop, comedy and spoken word as well a range of conferences and events.

#### **PURPOSE:**

The Finance Assistant will be responsible for overseeing transactions related to the Stoller Hall operation including reconciliation of box office income, processing purchase invoices, quarterly VAT returns, post-event settlements, accruals and prepayments.

#### **KEY RESPONSIBILITIES:**

Working closely with The Finance Officer, the Finance Assistant will:

1. Administer purchase orders, process purchase invoices and box office settlements (accounts payable);
2. Raise invoices and process payments (accounts receivable);
3. Manage the proper collection, reconciliation and banking of monies, including debt collection processes for all Stoller Hall related income;
4. Reconcile box office income against specific events;
5. Process cash advances and record box office and bar takings;

6. Produce post-concert settlement reports;
7. Prepare quarterly VAT returns for Stoller Hall trading;
8. Maintain records for the external audit and prepare for audit visits on a regular basis;
9. Collate and submit quarterly Performing Rights Society information;
10. Create monthly budget position statements and forecasts;
11. Record accruals and prepayments;
12. Any other duties as required.

## **GENERAL RESPONSIBILITIES**

The Finance Assistant will:

1. Promote Chetham's in a positive and professional manner at all times;
2. Display a flexible "can do" approach which will enhance Chetham's wider reputation;
3. Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document);
4. Undertake any training necessary to meet the requirements of the post;
5. Adopt a flexible approach to working hours as required by the business;
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary;
7. Be open to new ideas, understand the need for change and be willing to adapt;
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences;
9. Be responsible for his/her personal presentation, health and physical fitness;
10. Maintain a high level of attendance;
11. Take all possible steps to ensure a safe working environment for self and other.

## **PERSON SPECIFICATION: FINANCE ASSISTANT, THE STOLLER HALL**

### **Essential**

1. At least one year's experience in a finance or accounting role;
2. Accuracy and excellent attention to detail;
3. Excellent written and verbal communication skills;
4. Highly organised and motivated, able to work to multiple deadlines and to prioritise workloads calmly and effectively;
5. Excellent time management skills and punctuality;
6. Highly competent with Microsoft Office software including Word and Excel.

### **Desirable**

7. Relevant Finance qualification;
8. Knowledge of accounting software;
9. Experience of working in an arts organisation or venue;
10. An interest in music or the performing arts.

## **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

The post holder will be required to obtain clearance via Chetham's from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham's in relation to child protection and safeguarding.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name .....

Employee's signature .....

Date .....