



GAM Finance Officer Application Pack

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Are you keen to work in the charity/arts sector? Do you have book-keeping or accountancy qualifications or a desire to work towards them?

An opportunity has arisen for a Finance Officer to join our rapidly developing organisation. You will carry out the day to day financial procedures for our much-loved charity. You will be part of a friendly, dedicated team helping to enable music-making opportunities for hundreds of people each week.

This post is a part-time role (0.5 FTE) and will involve working on some Saturday mornings during term time. There may be the opportunity to increase the weekly hours by negotiation. The annual salary is up to £19,000 pro rata.

Gloucestershire Academy of Music (GAM) is a charitable organisation which contracts over 50 music leaders per year to work with upwards of 2,000 children, young people and adults. We are a partner in Make Music Gloucestershire, our local music education hub and have a base close to the docks in central Gloucester.

To apply, please download our application pack via this link

<https://glosacadmusic.org/about-us/work-with-us/>

Please complete the GAM application form and email to kirsty@glosacadmusic.org

The application deadline is 12pm, 7th May 2022.

Interviews will be held at Barbican House in Gloucester during w/b 16 May 2022.

GAM is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

No agencies please.

Main Purpose of Role

The Finance Officer will work closely with the Executive Director and the Company Treasurer to ensure the efficient delivery of GAM's day to day financial procedures.

Hours: 0.5 FTE (18.5 hours per week), flexible, subject to negotiation
Salary: up to £19,000 (pro rata)
Holidays: 30 days per year, including bank holidays (pro rata)
Contract: Permanent
Reports to: Executive Director

Role and Responsibilities

- Create, send and follow up on invoices
- Prepare all purchase ledger payments
- Log all income and expenditure in QuickBooks
- Manage and process petty cash
- Review and adhere to programme budgets
- Respond to internal and external queries
- Attend team meetings
- Develop and maintain financial systems and processes
- Reconcile any errors or discrepancies
- Create and check tutor registers, ensuring they are up to date with data to use for assignment offers
- Update attendance spreadsheet in order to make adjustments to assignment offers
- Oversee the ordering and distribution of music books and merchandise
- Liaise with the Saturday receptionist regarding instrument hire
- Arrange Barbican House hirer bookings and manage lettings diary,
- Attend approximately four Saturday morning sessions per term
- Assist the Executive Director with management reporting and programme statistics
- Assist with the annual audit
- Prepare and submit payroll submissions
- Prepare musicians' payments according to contract and invoice
- File returns and make payments to HMRC
- Deal with pension auto enrolment schemes
- Maintain a record of Gift Aid and Small Donations Gift Aid Scheme
- Take responsibility for the banking of cash and cheques
- Attend and minute regular Finance Committee meetings
- Perform other duties as may from time to time be reasonably required by the Executive Director

Person Specification

Essential experience/skills

- Excellent written, verbal and IT communication skills
- Experience of accounting software
- Confident PC skills, particularly Excel and word processing software
- Strong organisational and administrative skills
- Ability to manage time well and meet deadlines
- Good problem-solving abilities
- Ability to work independently and as part of a team
- Ability to be flexible in carrying out a wide range of duties
- High quality customer service skills
- An appropriate financial qualification or part qualification (or a willingness to undertake a qualification with GAM's support)

Essential attributes

- A forensic eye for detail
- Driven by commitment to equal opportunities
- Flexible approach
- Highly organised
- Reliable, discreet and trustworthy

Desirable

- Experience of Quickbooks
- Experience in an arts, charity or education setting
- An interest in music education and the arts

Please note that we are also advertising for an Operations Manager. We are prepared to take a flexible approach to these vacancies for the right person, with the possibility of combining/reconfiguring roles and responsibilities, if appropriate.

To arrange an informal discussion about this vacancy, please email kirsty@glosacadmusic.org

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.