



GAM Finance Officer Application Pack September 2022

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Advertisement Copy

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. The annual salary is up to £22,000 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 5pm, Thursday 6th October 2022.

Interviews will be held at Barbican House in Gloucester during w/b 10th October 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.

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.

No agencies please.

Background

GAM in its Barbican House base is rapidly becoming the epicentre of arts education in Gloucester. Viv Hargreaves, GAM chair.

GAM is the 2022 chosen charity of the Chairman of Gloucestershire County Council.

We hold daily music lessons in our nine teaching rooms and use our hall and recital room for weekly ensembles, classes and group activities, as well as holiday courses for both children and adults.

Our peripatetic music service provides a chance for over 200 children to have weekly instrumental lessons in school with a specialist teacher. In addition, we provide whole class instrumental tuition for hundreds of children every year, giving many their first introduction to learning an instrument. We house the county's gamelan, providing a chance for hands-on music-making on our beautiful collection of Indonesian instruments.

GAM provides a range of ensemble opportunities for children at the very start of their musical journey, right up to an advanced ensemble for young people of Grade 8 plus – Inspire: Gloucestershire Youth Chamber Orchestra. We put on *The Big String* and *The Big Blast* once a year – a unique opportunity for large numbers of young string players and wind players from Grade 1 to Grade 8, from age 5 to age 18, to play music together in an iconic venue.

Opportunities to play alongside professional musicians has a huge inspirational impact for all our students and in recent years we are proud to have worked with Chineke Orchestra, the Multi-story Orchestra, the European Chamber Orchestra and the Philharmonia. We have excellent, long-standing partnerships with the Carducci Quartet, Gloucestershire Youth Choir, Gloucestershire Boys' Choir, The Flowers Band, Three Choirs Festival, Cheltenham Music festival and other key arts providers in the area.

Job Description

Main Purpose of Role

The Finance Officer will work closely with the Operations 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 £22,000 (pro rata), depending on qualifications and experience
Holidays: 30 days per year, including bank holidays (pro rata)
Contract: Permanent
Reports to: Operations Director

Roles and Responsibilities

- Collate information provided by the office team to produce invoices and respond to customer queries
- Prepare all purchase ledger payments
- Log all income and expenditure in QuickBooks

- Manage and process petty cash
- Attend team meetings
- Develop and maintain financial systems and processes
- Reconcile any errors or discrepancies
- Attend some Saturday morning sessions during termtime
- Assist with the annual independent audit
- Prepare and submit payroll submissions including pension
- Prepare musicians' payments according to contract and invoice
- Credit control
- File returns and make payments to HMRC
- Deal with pension auto enrolment schemes
- Manage and submit Gift Aid claims
- 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 Operations 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

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

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