

Job Description

Job Title: Finance and Business Assistant, Bristol Plays Music

Responsible to: Finance & Business Manager, Bristol Plays Music

Bristol Music Trust

Launched in May 2011 the Bristol Music Trust is an exciting independent charity with two distinct aims.

The first is to manage the operations of **Colston Hall**, Bristol's largest concert venue, where people have been enjoying music since 1867; developing a diverse musical programme, leading a major capital refurbishment programme and securing its commercial success. The Hall presents a wonderful opportunity to build a diverse Music & Arts Centre; comprising a traditional concert hall, a smaller intimate hall and an inspiring newly built foyer.

The second aim is to drive forward music across Bristol; working in partnership with city wide organisations; leading on musical education with the creation of **Bristol Plays Music**, commissioning new works, supporting local musicians, and promoting music across all communities to build on the vibrant talent already in the city. Much more, we want the Bristol music scene to stand out with its own unique culture and internationally renowned reputation.

Bristol Music Trust's vision is to put music at the heart of Bristol life, and to lead a strategic, holistic, citywide approach to promoting music so that it flourishes through performance, composition, participation and education.

Bristol Plays Music

Bristol Plays Music (BPM) is the Arts Council England's Music Education Hub for the city of Bristol. Created from a strategic partnership between Bristol Arts and Music Service and Colston Hall Education, it delivers a broad range of high-quality music education opportunities to both schools and the wider community.

BPM aims to ensure that every young person has access to music education activities and a platform for musical expression. BPM leads delivery on the core and extension roles of the National Plan for Music Education. This includes providing the first access music programme for schools (whole class music tuition for every school child at Key Stage 2), individual and group instrumental tuition, formal and non-formal ensembles and other opportunities to make music with others, access to professional performance and artists, and the delivery of a singing strategy in Bristol.

BPM works with partners across the city to join up the opportunities for teaching, learning and performance and promotes an inspiring shared culture of music making whilst drawing upon the extraordinary richness of talent across the city.

Purpose of Job

To provide finance and administrative support to the BPM team in its efficient delivery of a variety of educational programmes and activity. This is a key support role within BPM and provides support with the project planning and delivery of educational programmes and finance and administrative support to the Finance & Business Manager and BPM team.

Key Responsibilities

FINANCE:

ACCOUNTS PAYABLE:

1. Raising orders where appropriate and providing assistance to colleagues raising orders, advising on correct finance codes, providing training to new staff and resolving queries.
2. Receipting invoices onto the Sage finance system and making appropriate checks, liaising with staff and suppliers as necessary.
3. Assisting the Finance and Business Manager in ensuring procurement processes are followed.
4. Supporting the archiving process and ensuring financial records are properly organised.

CASH HANDLING AND MANAGEMENT:

1. Prepare the weekly income reconciliation spreadsheet, ensuring that income is uploaded correctly and accurately coded.
2. Work with the Education Programme Coordinator to receipt payments onto Paritor (BPM's education management system) and the income spreadsheet.

ACCOUNTS RECEIVABLE:

1. Raise sales invoices and credit note requests supporting BPM team members in calculating fees.
2. Perform a monthly review of the Paritor debtor ledger with the Finance and Business Manager undertaking credit control actions as appropriate.
3. Manage the payment process for BPM in Paritor and liaise with the main finance team to support the reconciliation process.
4. Resolve customer queries in a timely manner.

PAYROLL

1. Monitor travel and staff expenses for BPM Music Tutors and prepare information for payroll.

MANAGEMENT REPORTING:

1. Support the Finance and Business Manager with month end and quarterly end tasks. Support further software implementation (Paritor) as required.

ADMINISTRATIVE:

1. Provide support to the Education Programme Coordinator (Registrar) and manage bookings and enquiries for all BPM's music centre instrumental and ensemble lessons and Colston Hall learning programmes.
2. Support the Education Programme Coordinator (Registrar) to ensure all commercial event bookings at the BPM Southmead site are properly organised, that customer requirements are met and appropriate support is sourced.
3. Support the Education Programme Coordinator to rota, plan and oversee a rota of administration/reception support, ensuring cover for all education and commercial activity at Southmead and music centres.

4. Take a lead role in updating the Bristol Plays Music Register of Music Practitioners to ensure that all data (e.g. contracts, public liability insurance, Disclosure & Barring Service, Child Protection evidence, and skills information) is relevant and up to date, with regard to all Music Tutors and Freelance Music Practitioners across BPM.
5. Support the Access Manager and the Finance & Business Manager with contractual administration for Freelance Music Practitioners by preparing contracts and related information.
6. Prepare, collect, and collate monitoring and evaluation information from Music Tutors, Music Practitioners and the BPM Schools team to support our effective monitoring and evaluation processes in line with our outcomes approach and delivery requirements.
7. Meeting business needs, work flexibly to open and close the BPM Southmead building during working days and deal with any issues arising from this.
8. Assist the Finance & Business Manager to ensure health and safety procedures on the Southmead site comply with the BMT Health & Safety policy and are up to date, relevant, and followed by all building users, including responsibility for First Aid procedures.
9. Undertake general office duties to include: opening and sorting of post, filing, photocopying, monitoring/ordering of stationary and office supplies.
10. Be the first point of contact for the public at the BPM Southmead office
11. Disseminate information to a range of partners, funders and participants in our programmes.
12. On a day to day basis comply with the Policies and Procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following competencies:

COMMUNICATION

- Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood. Excellent and accurate written and verbal communication.
- Ability to handle conflicting priorities, and deal with unusual incidents.

ADAPTABILITY /FLEXIBILITY

- Is receptive or contributes to new ideas and approaches and adapts accordingly.
- Proactively contributes to improving administrative and finance processes.
- Ability to handle conflicting priorities and deal with unusual incidents.

CUSTOMER SERVICE

- Understands customer/client needs and provides customer/client satisfaction.
- Is able to give timely advice in response to enquiries from customers/clients and direct team members accordingly.
- Actively seeks customer/client feedback.
- Gives advice which leads to valuable outcomes.
- Looks to continuously review and improve performance standards of self and team.

PLANNING AND ORGANISING

- Workloads delivered within deadlines and to agreed standards.
- Responds positively to changing priorities and can re-plan accordingly.

- Resilient and has an ability to work on own initiative and effectively as part of a team.

TEAMWORK

- Has the ability to work effectively as part of a team.
- Covers others and has consideration of others needs and skills.
- Acts in a supportive manner to the team.
- Seeks ideas and input of colleagues in own and other teams.

TECHNICAL

- Recent experience of working in a finance capacity within a busy office environment.
- Excellent IT skills and recent experience of the use of IT packages (Microsoft Excel, Word and Outlook, data management software) and Finance IT Systems in processing and recording financial information.
- At ease with learning and investigating new IT systems, particularly database and finance packages.
- Data inputting and preparing basic finance information/reports for staff and external clients.
- An understanding of the use of budgets and other financial management tools
- Experience in developing and managing monitoring and evaluation systems and preparing quantitative and qualitative data for reporting and advocacy purposes.
- Has an understanding of outcomes planning and evaluation.
- Working knowledge of safeguarding policies.

ACCURACY AND ATTENTION TO DETAIL:

- A high standard of accuracy in maintaining financial and non-financial records and preparing information for internal and external customers.
- Able to work methodically, paying attention to detail and able to check own work for errors.

NUMERACY

- Able to work with numbers and analyse quantities of data to draw meaningful conclusions

Desirable:

- Experience in credit control and administration of accounts receivable.
- Working knowledge of health and safety procedures and best practice.
- Experience of event organisation.
- An interest in the Education and Arts sector

Occasional Duties

The role holder will carry out any other duty that is reasonably required. Your usual place of work is Bristol Plays Music, Southmead, Bristol, but you may be required to work at other locations that are reasonably placed.

Date created / modified: May 2017

Created by: Phil Castang, Head of Bristol Plays Music and Catherine Maignan, Finance and Business Manager, Bristol Plays Music

Approved by: Marguerite Jenkin, Financial & Commercial Director, Bristol Music Trust

OUTLINE OF TERMS AND CONDITIONS:

TITLE OF POST:	FINANCE AND BUSINESS ASSISTANT (BRISTOL PLAYS MUSIC)
SALARY:	£20,000 per annum
CONTRACT:	Fixed-term for 12 months
HOURS:	37 hours per week (core business hours are 9:00 am – 5:30pm Monday to Thursday, 9:00 – 5:00pm Friday)
ANNUAL LEAVE:	24 days leave plus bank holidays, increasing to 29 days after 5 years of continuous service
PROBATIONARY PERIOD:	6 months
PENSION:	Bristol Music Trust operates a Defined Contribution Pension Scheme with a 5% employer contribution, subject to a minimum employee contribution.

APPLICATION PROCEDURE

Please complete the Bristol Music Trust application form available online at <http://www.bristolplaysmusic.org/about/job-opportunities/> or <http://www.colstonhall.org/about-us/jobs-and-opportunities>

In the section of the application form entitled “Further information”, please make sure you explain how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification in the job description by giving practical examples.

The closing date for applications is **9am on Friday 16 June 2017**

Please submit your application using one of the following methods:

E-mail: hr@bristolmusictrust.org.uk
(quoting “**Finance and Business Assistant**” in the subject line)

Post: Human Resources, Bristol Music Trust, Colston Hall, Colston Street, Bristol, BS1 5AR

Bristol Music Trust will then draw up a short-list of candidates to invite for interview. If your application is successful you will be contacted to attend an interview.

Bristol Music Trust is committed to being an Equal Opportunities Employer