

Post	Finance Assistant
Salary	£5,550 (£18,500 pro rata)
Job type	11 hours per week (1.5 days)
Starting	July/August 2019
Location	This is an office-based position currently at Portland House, 113-116 Bute Street, Cardiff, CF10 5EQ. There may be the possibility of occasional home working with prior approval from the Branch Director.
To Apply	Please send CV and covering letter to jobs@livemusicnow.org.uk by 5pm on 28th June 2019 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before preliminary conversations).
Shortlist notification	Monday 1 st July 2019
Interviews	Wednesday 3rd July 2019
Notification	We regret we are unable to acknowledge receipt of applications. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.

1. Live Music Now

Live Music Now (LMN) is a UK-wide music outreach and musicians' development scheme, founded by Yehudi Menuhin in 1977.

LMN brings live music of the highest quality to those for whom access to its benefits is normally restricted, focusing on:

(1) Wellbeing: particularly **older people**, including those living with dementia

(2) Special Educational Needs: particularly **children**

It supports the professional development of musicians at the outset of their careers, ensuring the highest quality of delivery through a rigorous selection and training process.

The organisation works with around 320 individual musicians (200 ensembles average) per year, organising over 3,500 participatory performances and workshops throughout the UK.

2. Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, North West and North East and national branches covering Northern Ireland and Wales, with Scotland being covered by a separate charity, Live Music Now Scotland.

A team of Strategic Directors leads the development of LMN's work in the areas of Wellbeing, SEN and Musicians' Development, delivered through the branch network across the UK. Each

branch is run by a Director who reports to the national Executive Director. In turn the Executive Director reports to the Chairman and Board of Trustees.

Live Music Now Wales works with around 40 musicians in 20 ensembles currently enrolled on the scheme. We deliver around 450 concerts and workshops every year in a variety of settings; care homes, special schools, hospitals, mental health settings and community day centres. We have pioneered projects with refugees, people living with mental health issues, and very young children with additional needs. We work across all of Wales every year.

This post is the ideal opportunity for an experienced individual to contribute their experience to making a positive difference in supporting a national charity working with some of the most vulnerable people across Wales.

3. Main duties & responsibilities

Working closely with the Branch Director, to achieve the following:

Financial Management

- Creating, submitting and managing invoices for payment for buy-ins as required;
- Weekly financial inputting in QuickBooks, monthly reconciliations and annual book keeping procedures for the LMN UK Finance Officer in liaison with the Advisory Committee Treasurer and Branch Director;
- Processing musicians' and other invoices through to the Branch Director for payment, and managing an appropriate filing system for paperwork;
- Receiving and banking donations, and preparing feedback and donation thank you letters;
- Assisting in Funders relationship management through sending out thank you letters, reports and quarterly newsletters.

Administration

- Taking minutes at LMN Advisory committee quarterly meetings and distributing them after to members, sending out full papers in advance of meetings;
- Responsibility for maintaining office management such as filing, liaising with the cleaner, post and stationery orders;
- Room booking for Committee meetings, training, etc as required;
- Completing ACW statistical surveys as part of our funding agreement as and when required;
- Responsible for managing annual DBS checks with all new musicians;
- Act as first point of contact for enquiries coming into the branch;
- Liaising with the UK Operations Manager for quarterly and year end reports.

Additional Tasks

- Stewarding for annual musicians auditions in Wales;
- Occasional attendance at fundraising/promotional events to provide front of house support or manage a promotional table as required.

4. Terms & Conditions

The post is contracted on an employed basis. The salary will be £18,500 pro rata (£5,550), per annum for 11 hours a week, and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
 - i) A probationary period of three months (with one week's notice of termination on either side);
 - ii) Thereafter, four weeks' notice of termination on either side.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) The branch office is currently located in Portland House, 113-116 Bute Street, Cardiff, CF10 4EQ
- d) Live Music Now provides a pension scheme for all eligible staff, currently set as 3% of salary, with employer contributions of 5%.

5. Equal Opportunities

Live Music Now endeavors to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

6. Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact Emily Roberts on 020 7014 2829 or email emily.roberts@livemusicnow.org so that suitable alternatives can be discussed.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

Security of your data (GDPR)

Please be aware that by sending us your application you are agreeing for us to keep your details on our system for the period that it takes to run the process of appointing someone to the role. Your details will never be shared with any external agency without your permission and details of all unsuccessful candidates will be deleted from our system.

LMN Finance Assistant: Person Specification

	Essential	Desirable
Experience		
At least 1 years' experience in a similar role	x	
Previous experience of working within a charity or arts organisation		x
Experience of working with freelancers and musicians		x
Skills/competence		
Proven organisational skills and the ability to juggle a varied and fast-paced workload.	x	
Efficiency in managing office systems with attention to detail.	x	
Advanced IT skills (Excel, Office, PowerPoint, database).	x	
Good organisational and time-management skills, together with a good telephone manner.	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	x	
Able to represent the organisation and communicate confidently in the absence of any other team members.	x	
Proven problem solving skills and initiative.	x	
Finance		
Working knowledge of accounting and bookkeeping procedures, including day-to-day administration, processing invoices, tracking and reconciling bank statements, and preparing reports.	x	
Experience of managing and updating budgets.	x	
Familiarity of accounting software (QuickBooks).		x
Knowledge and approach		
An interest in the professional development of young musicians.		x
A passion for, and commitment to, the role of outreach music and its impact both on participants and musicians.	x	
A sympathy with all styles of music.		x
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.	x	
An understanding of health, social services or education sectors.		x
General		
Energetic, creative, entrepreneurial and committed.	x	
Self-starting, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	x	
Clean driving licence.		x
Able to remain calm under pressure and solve problems.	x	
Welsh speaker.		x