



## Job Description

**Job Title:** Finance Officer

**Responsible to:** Management Accountant

### Bristol Music Trust

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music, and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Music Trust since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners, and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

### **The Finance Team**

The Finance Team is part of the Operations Team and are responsible for all the Trust's accounting, finance and budgeting requirements, including the recording and monitoring of income and expenditure, maintenance of adequate financial controls, preparation of budgets, internal and external financial reporting, financial analysis, and compliance with tax and other regulations.

The work of the department includes giving professional financial guidance and support to other departments (Programming, Commercial, Production, Facilities, Marketing, Development, Box Office and Creative Learning and Engagement); identifying areas for cost savings and maximising income generation; agreeing show settlements with external promoters for hall rentals; processing ticket income and costs for our own concert promotions; monitoring the performance of the Trust's trading subsidiary, BMT Enterprises Ltd; and producing statutory accounts to be filed with Companies House.

### **Purpose of Job**

The Finance Officer in the Finance Team is a key support role within Bristol Beacon. This role focuses on Accounts Payable and paying suppliers to ensure the smooth running of services.

### **Key Responsibilities and Key Related Competencies**

#### **Accounts Payable**

- Process purchase invoices accurately, in a timely manner, with correct VAT coding.
- Work with Budget Holders to approve invoices to close subledger in a timely manner in accordance with Management Accounts monthly timetable.
- Process supplier payments and provide a first point of contact for supplier payment queries.
- Set up new suppliers and maintain the purchase ledger on the accounting system, including contacting suppliers to confirm bank details.
- Review Aged Creditors including reconciling supplier statements.
- Manage the Accounts Payable email accounts.
- Obtain credit card receipts from cardholders, journal transactions and reconcile monthly statements.
- Provide guidance to all staff, ensuring procurement policies are followed in particular in relation to high-value and capital purchases.

#### **Cash Management**

- Process daily banking transactions.
- Reconcile bank accounts weekly
- Bank cash and cheques weekly.
- Count cash floats weekly, maintain float cash levels and process payments on the accounting system.

### Management Reporting

- Assist the Management Accountant with reporting for Budget Holders.
- Analyse premises and services expenditure.
- Process month end accruals, prepayments & journal adjustments.
- Assist the Management Accountant in balance sheet reconciliations.

### Other

- Process music tuition refunds through music school software.
- Attend and contribute to regular Finance meetings and other meetings as required.
- Provide cover for other Finance Team members and carry out any other duties that may reasonably be required.

### Employee Specification

Essential – The role holder **must** have the following **Core and Role Specific** competencies.

#### Core Competencies:

##### **Communication**

- Able to communicate in a professional and friendly manner.
- Listens to the views and issues of others.
- Conveys and receives information effectively and builds positive working relationships both internally and externally.

##### **Adaptability/Flexibility/Problem Solving**

- Adapts and works effectively in different situations, in order to carry out a variety of tasks and remains calm and level-headed under pressure.
- Remains positive and puts difficulties into perspective.
- Reliable and flexible in response to work priorities and issues.

##### **Customer Service**

- Provides an excellent level of customer service both internally and externally.
- Seeks to provide added value where appropriate.
- Understands customer requirements and is able to deliver services to meet a diverse range of needs across the organisation.

##### **Planning and Organising**

- Able to organise and manage their own time effectively.
- Able to prioritise and manage their own workload in an efficient manner.
- Responds to changing priorities.
- Meets deadlines and completes work to schedule.

##### **Teamwork**

- Works co-operatively and flexibly with peers to achieve common goals.
- Ability to work effectively as part of a team.
- Proactive in taking on additional tasks.

#### Role Specific Competencies:

##### **Numeracy**

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

#### **Finance Experience**

- 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 in particular) and Finance IT Systems in processing and recording financial information.
- Recent experience of Accounts Payable.
- Recent experience of data inputting and preparing basic finance information/reports for staff and external clients.
- Has a basic understanding of VAT.

#### **Accuracy and Attention to Detail**

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

The following would be desirable:

#### **Other**

- Experience working in or an interest in the arts and charity sectors.
- AAT (or similar) qualified or part qualified.
- Experience of using Sage Intacct accounting software.

#### **Occasional Duties**

The role holder will carry out any other duty that is reasonably required.

#### **Place of Work**

Your usual place of work is Bristol Beacon, Bristol, but you may be required to work at other locations that are reasonably placed including Beacon Music Centre in Southmead.

Date created / modified: Feb 2025

Created by: Sophie Whitaker, Head of Finance

Approved by: BB HR

#### **Outline of Terms and Conditions:**

Role:	Finance Officer
Salary:	£27,292.00 per annum
Contract:	Permanent
Hours:	Full-time, 37 hours

Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

### Application Procedure

To apply please complete the application form on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. **Please use our Application Guidance when writing your application in order to make the best of your application and to be aware of what we are looking for in shortlisted applicants.**

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. **We particularly encourage and support applications from disabled and ethnically diverse backgrounds as these groups are currently underrepresented within the arts and culture sectors**

If you have specific question about the role, then for an informal chat please contact the People team on [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Closing date: 9.00am on Monday 17<sup>th</sup> March 2025

*Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.*