

HALLÉ CAREERS
FINANCE ASSISTANT
TEMPORARY, FOR A MINIMUM OF 4 MONTHS
HOURS OF WORK 9AM - 5.15PM, 4 OR 5 DAYS A WEEK

JOB DESCRIPTION

Summary

The Finance Assistant will work in a department currently comprising Finance Director, Accountant, Assistant Accountant and Finance Assistant. The department is responsible for all aspects of the financial affairs of the Society and its related trusts. The Finance Assistant is responsible to the Assistant Accountant.

Salary and benefits

Salary £19,000 p.a. pro rata. Other benefits include an excellent contributory pension scheme and a health insurance scheme.

Key Tasks

Purchase Ledger

Take responsibility for all aspects of purchase ledger including:

- Coding and matching of purchase orders and posting invoices to purchase ledger
- Coding and posting of input sheets for orchestral freelance players
- Payment of suppliers and freelance players by BACS and cheque
- Maintenance of supplier ledger accounts
- Dealing with enquiries
- Month end procedures including preparation of accruals for month end accounts
- Reconciling supplier statements
- Compiling quarterly/annual returns for HMRC as required

Sales Ledger

- Prepare and code and all invoices from requisitions and contracts
- Post invoices to ledger
- Credit control

Petty Cash

- Responsibility for petty cash float and input into Sage accounting system

General

- Processing of Direct Debits and retrieval of reports through BACS system
- Take responsibility for day to day banking for all accounts
- Entry of financial information into concerts planning database
- Assist with preparation of quarterly accounts for related trusts
- Other ad hoc duties as reasonably requested

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PERSON SPECIFICATION

Essential skills and abilities

- Proven experience of computerised purchase and sales ledger processing
- Ability to meet deadlines and work under pressure
- Experience of Microsoft Office suite of programmes, in particular Excel and Word
- Excellent interpersonal skills
- Ability to deal with confidential information discreetly

Essential qualities

- Willingness to work as part of a team
- Desire to learn financial systems and procedures

Other desirable skills and experience

- AAT qualified or working towards the qualification
- Knowledge of SAGE 200 accounting software

CONTACT US

If you have any queries regarding the post, please do not hesitate to contact:

- Senior PA - Alison Lever / Molly Kidd
- exec.pa@halle.co.uk

Hallé Concerts Society is an equal opportunities employer
Registered Charity Number 223882

AL / MK March 2019

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BACKGROUND

The Orchestra

The Hallé was founded by the pianist and conductor Charles Hallé, and gave its first concert in Manchester's Free Trade Hall in 1858. The Hallé has a permanent contract strength of 80 players (though regularly plays at 90+), and gives around 75 concerts each year in its home, The Bridgewater Hall, some of which are repeated programmes. The Hallé also performs approximately 50 other concerts outside Manchester in venues throughout the UK and overseas. The Hallé has numerous associated ensembles including the Hallé Choir, Youth Orchestra, Youth Choir, Childrens' Choir.

Associated Artists

Music Director, Sir Mark Elder, only the ninth Principal Conductor in the Hallé's long history, is in his nineteenth season with the orchestra and conducts around 20% of the Hallé's programmes. The Hallé frequently tours abroad and there are future plans for tours to Europe. Jonathan Heyward is our Assistant Conductor and works closely with Sir Mark Elder, taking direct responsibility for the Hallé Youth Orchestra. Lyn Fletcher is the Leader and Paul Barritt is the Permanent Guest Leader.