

## **Britten Sinfonia Finance Assistant**

Britten Sinfonia is seeking a part time Finance Officer to join the administrative team. The ideal candidate should have a minimum of 1-2 years' experience of financial processing or book-keeping. The post-holder will be exposed to all aspects of the Orchestra's financial administration and will work closely with the Finance Director (who works 4 days a week), General Manager and rest of the office team.

The role requires excellent organisation skills, the ability to meet deadlines and be flexible. You will ideally have lots of experience with Sage Line 50 although additional training can be given. You will need to be accurate, timely and be good at solving problems as they arise. You will definitely need to be comfortable using Microsoft products, especially outlook and excel and you will need to have good communication skills.

However...you don't need to know anything about music.

### **Person Specification**

#### **Essential**

- Experience of Sage Line 50
- Ability to work to deadlines and be self motivated.
- Previous experience in an accounts support role
- Experience of managing debtors and creditors ledgers
- Ability to prepare bank reconciliation
- Ability to be flexible working in a small office team
- First-class communication skills.
- Competency with IT programmes including Word, Excel and Access.
- Excellent organisational and administrative skills.

#### **Desirable**

- Achieved or working towards a finance qualification e.g. AAT/NVQ
- Experience of working in an arts or charitable organisation

**Salary** circa £16,000 per annum pro rata

**Part time** – 21 hours per week. Hours and terms negotiable.

**Closing date** 8th August 2008