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25 SWAN STREET

THE NORTHERN QUARTER

MANCHESTER

M4 5JZ

BANDONTHEWALL.ORG

Dear Applicant,

Thank you for your interest in the position of **Finance Assistant** at Band on the Wall.

This application pack includes:

* Job Description
* Person Specification
* Application Form
* Guidance for applicants

The closing date for receipt of completed applications is 21st April 2025. We regret that applications received after that time cannot be considered. Please note that we cannot accept CVs for this post.

Please submit your application as a single attachment by emailto: [**hr@bandonthewall.org**](mailto:hr@bandonthewall.org)**. Please ensure you have also completed the separate monitoring form found through this link:** <https://forms.office.com/e/asJtHGL0k8>

Shortlisted candidates will be contacted by phone or email by 1st May 2025 **.** Interviews will be by phone or at Band on the Wall between 6th and 9th May 2025.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us by 1st May 2025 you should assume that your application has been unsuccessful on this occasion.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email [hr@bandonthewall.org](mailto:hr@bandonthewall.org)

We look forward to receiving your application and thank you for your interest in Band on the Wall.

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| **Job Title** | Finance Assistant |
| **Responsible To** | Head of Finance |
| **Key Relationships (Internal)** | CEO, COO, Head of Programming, FOH Staff team |
| **Key Relationships (External)** | Suppliers, Moorepay Payroll, Sage, Venue Hirers, Promoters |
| **Salary** | £25000 - £27000 P/A pro rata |
| **Benefits** | Free entry to Band on the Wall gigs  25% staff discount on food and drink  Paid training and development  Pension scheme |
| **Hours** | 16 hours per week |
| **Holiday Entitlement** | 20 Days per annum pro rata + Bank Holidays |
| **Period Of Contract** | Permanent |
| **Probationary Period** | Three months |
| **Notice Period** | 1 month during probationary period, 2 months thereafter for both employee and employer |

**Band on the Wall has been at the very heart of Manchester culture for many years. A showcase venue for some of the best music in the world, we present an internationally-acclaimed programme of live music events, both inhouse and externally at venues across the UK.**

**We are seeking a detail-oriented and proactive Finance Assistant to join our team. This role involves a broad range of financial tasks with a focus on banking reconciliations, venue rental settlements, and accurate financial reporting. Key responsibilities include reconciling trading accounts such as Shopify, PayPal, Stripe, and Square, as well as managing credit card statements and ensuring all relevant transactions are accurately posted to Sage. The Finance Assistant will also be responsible for maintaining the cash account, ensuring it is reconciled weekly against cash sheets.**

**A major part of the role involves managing financial elements of venue rentals, from invoicing deposits to liaising with promoters for event settlements. The successful candidate will issue sales and settlement statements, collate recharges, and ensure all associated transactions are accurately posted and reconciled. Additional duties include overseeing the paperless invoicing system, updating Filemaker with weekly costs such as Box Office and SIA, and posting intercompany activity related to charitable functions. The ideal candidate will be highly organised, comfortable working across multiple platforms, and able to communicate effectively with both internal and external stakeholders.**

**Key Responsibilites**

Banking

* Trading account bank reconciliation
* Shopify, Paypal, Stripe, Sumup reconciliations
* Credit Card statements reconciliation and transaction posting

Cash account

* Posting all relevant transactions to Sage
* Reconciling cash account weekly to cash sheets.

Venue Rentals

* Invoice for venue hire deposit on receipt of an EN.
* Sales statements checks after the event
* Collation of recharges for each event and issuing settlement statements and sales statements.
* Liaising promotors with settlements
* Posting all the relevant transactions to Sage
* Reconciling promoter accounts to keep track of amounts owing to us and amounts owing to promotors.

Invoicing

* Management of the Paperless invoicing system

Filemaker

* Ensuring all Box Office, SIA, Cash costs and Venue Levy are included in the correct events, on a weekly basis in Filemaker.

Intercompany

* Posting all relevant Charity related activity to Sage
* To carry out any other duties as deemed necessary by the CEO.

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| **PERSON SPECIFICATION** | |
| **ESSENTIAL** | * Strong knowledge of reconciliations, both supplier, balance sheet and bank * High level of accuracy and attention to detail * Ability to manage multiple tasks and prioritise workload effectively * Strong Microsoft Excel skills and other standard office software * Good communication skills, both written and verbal, with the ability to liaise professionally with internal and external stakeholders * Comfortable working independently and as part of a team * Discreet and trustworthy when handling sensitive financial information |
| **DESIRABLE** | * Proven experience in a finance or accounts assistant role * Experience working in an events, venues, or entertainment-based business * Understanding of intercompany and ledger transactions * Proficiency in using accounting software, especially Sage |

# **Confidentiality**

To adhere to Policies and Procedures on confidentiality and the management and sharing of information.

**Equal Opportunities**

To actively promote an Equal Opportunity Policy. To help promote a working environment where all employees are valued as individuals and are encouraged to fulfil their potential. **Please note that racist / sexist and any other intolerant actions or language will not be permitted by the organisation and would be seen as completely inconsistent with our company philosophy.**

Inner City Music Ltd is an equal opportunities employer and guarantee that decisions regarding appointments will be made only based on appropriate ability and experience.

**Training and Development**

To emphasise the importance of development in the workplace. To actively encourage a learning environment and development within others. To be proactive about own continuous professional development.

**Review Arrangements**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job may change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

The post will be reviewed at three months. A further probation period may be required; if this is the case the post holder will be informed in writing after the review.

**Band on the Wall is founded on the principles of equity, equality, diversity and inclusivity.** All job applications will be given equal consideration and we particularly welcome applications from black and minority ethnic and LGBTQ+ candidates, and those with disabilities, as these groups are underrepresented in our sector.

Please note that racist / sexist and any other intolerant actions or language will not be permitted by the organisation and would be seen as completely inconsistent with our company philosophy.

**Band on the Wall is a Disability Confident Committed Employer.** If you are disabled and your application meets the minimum criteria for the post, we guarantee you an interview