



RECRUITMENT OF

Assistant Accountant

INFORMATION FOR CANDIDATES

(March 2020)

Application Instructions
Introduction to Liverpool Philharmonic
Job Description
Person Specification
Conditions of Employment

Liverpool Philharmonic Hall
Hope Street
LIVERPOOL L1 9BP

Tel: 0151 210 2895
Fax: 0151 210 2902

Application Instructions

Thank you for your interest in the post of Assistant Accountant.

Enclosed, you will find:

- Background information about the Royal Liverpool Philharmonic
- Job Description
- Person Specification
- Conditions of Employment

The application form consists of two parts:

Section A: Personal details and equal opportunities monitoring

Section B: Supporting information

In section B please ensure you highlight how you meet the criteria outlined in the Person Specification, as this will form the basis of the shortlisting process.

Once completed, section A and section B of the application must be submitted no later than **12 noon on Monday 23 March 2020**.

Applications should be submitted using our online forms and can be accessed at <https://www.liverpoolphil.com/about-us/careers/>. Alternatively, if you require a hard copy, please contact recruitment@liverpoolphil.com. Hard copies can be returned to recruitment@liverpoolphil.com or sent in the post to:

Human Resources
Royal Liverpool Philharmonic
Hope Street
Liverpool, L1 9BP

We are unable to accept applications after the deadline.

Deadline for completed applications is 12 noon on 23 March 2020

Interviews

Short-listed candidates will be invited to interview on **26 or 27 March 2020**

Equal Opportunities Statement

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within our organisation, we would particularly welcome applications from BAME and disabled applicants. All appointments will be made on merit.

Royal Liverpool Philharmonic Background Information

Liverpool Philharmonic was founded in 1840 by a group of Liverpool music-lovers.

Today, we present a distinctive, diverse live music programme of over 400 concerts and events every year at our home, Liverpool Philharmonic Hall, other venues in our City, across the UK and internationally. Our programme features the best in classical, chamber, contemporary, rock, pop, folk, roots and jazz music, comedy, film and spoken word in the main Hall, and in our smaller scale Music Room. The Royal Liverpool Philharmonic Orchestra performs at least 70 concerts each year in Liverpool, and close to 100 annually across the UK and internationally, working with many of the world's finest artists and musicians.

We deliver an extensive learning and education programme which is acknowledged nationally and internationally as a leader in its field.

Our musicians in the Royal Liverpool Philharmonic Orchestra, and ensembles drawn from it, are at the heart of everything we do. Since 2006, the Orchestra has developed an internationally acclaimed musical partnership with our Chief Conductor, Vasily Petrenko, for their concerts, broadcasts and recordings, and through collaborations with other major artists. Across our organisation, we combine our individual talents and collective strength to deliver excellence in everything we do, and celebrate our successes and achievements.

We offer a friendly, warm and inclusive welcome to our organisation, whether to colleagues, our audiences, or visiting artists and partners. We take that welcome wherever we go in our city, nationally and internationally when we are working in venues, at events or in our diverse communities. We want to ensure that we leave a lasting positive memory.

Can you imagine a world without music? We can't and it's why we're here.

We welcome musicians and artists from around the world, and many of Liverpool's finest musicians, from new bands to long established successful acts.

Our extensive Learning programme offers a range of inspirational lifelong learning opportunities to enjoy and take part in live music making, connecting people and communities to our Orchestra, our venue and our diverse music programme. We support and nurture talented young musicians from across the region through Liverpool Philharmonic Youth Company and our higher education partnerships.

We share our passion for music with more than 370,000 children and adults who engage with us annually, either as ticket buyers for performances or as participants in workshops and associated events each year; and in the 3,700 music workshops we deliver each year which are attended by more 70,000 people in communities and venues and throughout our City.

Job Description

Title:	Assistant Accountant
Department:	Finance and IT
Location:	The normal place of work is Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post
Salary:	£23,404
Responsible to:	Financial Accountant
Contract:	Full time, permanent.

Key Responsibilities:

- Processing cash for banking and into the accounting system whilst fully investigating and resolving all discrepancies;
- Process weekly payroll and manage all payroll deductions ensuring that they are paid over on time;
- Responsible for all sales ledger postings ensuring all invoices are raised on time and credit control effectively managed;
- To be responsible for cash receipts and petty cash, cash book and bank reconciliation;
- To be responsible for the production of analysis reports as requested;
- To ensure stock takes occur at month end performing periodic tests to ensure the external counters are recording accurate checks;
- Support Financial Accountant in the preparation of show reconciliations;
- To work closely with the team to ensure all promoters are paid in a timely fashion in line with Liverpool Philharmonics payment policies; and
- Ad hoc duties as advised by the Financial Accountant/Executive Director (Finance).

Person Specification

Knowledge/Experience

Criteria
<ul style="list-style-type: none">• AAT Level 2 qualified or similar (Desirable)
<ul style="list-style-type: none">• Experience of how to process payroll
<ul style="list-style-type: none">• Experience in managing a sales ledger where significant volumes of weekly invoices are processed
<ul style="list-style-type: none">• Prior experience of working in a similar role within a fast paced environment
<ul style="list-style-type: none">• Knowledge of current financial legislation and any future changes

Skills and Abilities

Criteria
<ul style="list-style-type: none">• Strong analytical, organisation and planning skills with ability to prioritise effectively.
<ul style="list-style-type: none">• Excellent Excel skills (pivot tables, looks ups, data extraction/manipulation)
<ul style="list-style-type: none">• Ability to complete complex reconciliations
<ul style="list-style-type: none">• Excellent systems skills and prior use of accountancy software
<ul style="list-style-type: none">• Ability to interpret and present financial data in a clear and concise format
<ul style="list-style-type: none">• Ability to confidently discuss overdue payments with debtors
<ul style="list-style-type: none">• Ability to adapt to change
<ul style="list-style-type: none">• Ability to work under own initiative
<ul style="list-style-type: none">• Strong people focus and ability to communicate with all levels

Conditions of Employment

Salary

- £23,404 per annum

Probation and performance appraisal

- The probation period for this post is six months
- The Financial Accountant will set objectives for the post holder annually and he or she will appraise performance on an annual basis.

Hours of work

- The standard contracted hours for this post are 35 hour per week.

Holidays

- The annual leave entitlement is 26 days, plus the 8 days in recognition of bank holidays. These will be taken at times to be agreed with the Line Manager.

Period of Notice

- The notice period for the termination of the contract of employment will be one calendar month.

Benefits

A Health Cash Plan with an award winning supplier, providing cash back towards everyday healthcare bills and a range of other wellbeing benefits, following two years' continuous service.

Complimentary staff tickets available for up to 6 performances per a year.

Discounted monthly travel on Arriva bus services and access to the Merseytravel Season Ticket enabling the cost of an annual season ticket to spread over a period of 12 months.

A Cycle to Work Scheme enabling you to save 25- 39% of the cost of a new bike and spreading the cost over a 12 month period.

A dedicated training fund to support the growth and progression of our employees.

Additional Time off and cash incentives awarded for various long service milestones.

A Group Personal Pension Scheme whereby employees can elect to join and enjoy employer contributions.

Discounted Gym Membership with a local organisation.