



# WORK WITH US

## Finance Coordinator (Part-Time)

### Recruitment Pack

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**London Symphony Orchestra**

# About the London Symphony Orchestra



*The LSO with Sir Simon Rattle on the Barbican stage*

The London Symphony Orchestra was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality, and inspirational repertoires.

Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Chief Conductor Sir Antonio Pappano, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas and Associate Artists Barbara Hannigan and André J Thomas.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – in cities including Paris, Dortmund and Tokyo, at the Aix-en-Provence Festival, across Australasia and Latin America, and with the Music Academy in Santa Barbara – and through digital partnerships and an extensive programme of live streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

LSO musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent,

performing at free concerts for the local community and using music to support adults with learning disabilities. LSO musicians also visit children's hospitals, and lead training programmes for music teachers.

The ambition behind this work is simple: to share the transformative power of classical music with people who would not normally experience it. The impact is unrivalled, and every year, LSO Discovery reaches thousands of people of all ages.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra.

As a leading orchestra for film, the LSO has entertained millions with classic scores for Star Wars, Indiana Jones, The Shape of Water, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

Through inspiring music, educational programmes and technological innovations, the LSO's reach extends far beyond the concert hall. Thanks to the generous support of The Corporation of the City of London, Arts Council England, corporate supporters and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London, and the world.

# Working at the London Symphony Orchestra



*Young musicians performing on-stage at BMW Classics in Trafalgar Square*

## About the Role

The LSO is seeking an experienced finance professional to join the team. The Finance Coordinator will provide transactional and operational support, working with the wider Finance Team in partnership with internal and external stakeholders, ensuring their needs are met and the Finance team's objectives are achieved. Duties will include day-to-day financial accounting for the LSO and its subsidiaries across the cash book, purchase ledger and sales ledger.

This role is initially on a fixed-term contract basis for 12 months, with the potential to extend.

## The Finance and Resources Team

The Finance Team, led by the Financial Controller, is responsible for all aspects of finance except for elements related to musician fee payments and staff payroll; these areas are managed by the Finance and Resources Manager and the Fees Coordinator, who work closely with the Finance Team.

## Salary

£30,000-£32,000 FTE (£16,000 - £17,067 pro rata), subject to experience.

## Hours

20 hours per week, across 4 or 5 days (0.53 FTE). Some occasional additional evening and weekends may be required at LSO concerts, with a time-off-in-lieu policy in place.

## Location

Based at the LSO's offices at the Barbican Centre, with the option to work remotely for up to two days per week.

## Probationary Period

3 months

## Notice Period

2 months

## Benefits

25 days annual leave (FTE), plus bank holidays.

Interest-free loan for a season travel ticket.

Subsidised catering facilities provided by the Barbican Centre.

Membership of company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% employer contributions and 2% employee contributions after 1 year's employment.

Cycle-to-Work scheme.

Employee Assistance programme.

Free tickets to LSO concerts at the Barbican and Lunchtime Concerts at LSO St Luke's (subject to availability).



# About the Role



*Ayanna Witter-Johnson performing at the Barbican*



*A Lunchtime Concert at LSO St Luke's*

## Key Responsibilities

### Cashbook and Bank

- Maintain the cash nominal records, ensuring that all receipts and payments are properly entered and allocated onto the accounting system and relevant ledgers
- Review, analyse and record direct debit receipts and payments
- Review, analyse and record PayPal receipts and payments
- Record credit card transactions, ensuring supporting documentation is in place, and reconcile monthly credit card statement balances.
- Update the daily Group Cash Report
- Update Departmental Budget Holders on bank and cash receipts information.
- Complete and present all bank reconciliations in line with the monthly finance timetable, to the Financial Controller
- Assist in the preparation and reconciliation of petty cash/tour floats
- Calculate and record foreign currency exchange revaluations and exchange rate differences

### Sales and Purchase Ledgers

- Generate and provide assistance when required in the production of sales invoices via Focal Point
- Ensure purchase invoices are correct and complete and addressed to the correct entity
- Prepare, check and review weekly and ad hoc payment runs, seeking budget-holder approval as necessary
- Prepare supplier statement reconciliations, dealing with enquiries and resolving issues
- Support budget holders and other third parties in responding to and assisting in the resolution of queries
- Monitor and maintain sales and purchase ledgers including aged balances and unallocated cash

## **General**

- Update the finance accounting system posting invoices and journals where relevant to appropriate ledgers
- Monitor the Finance email inbox
- Upload the final annual budget templates into the accounting system at the beginning of each new year
- Assist with the creation and posting of month end journals
- Prepare the first draft of the Finance Reports each month in line with the monthly timetable
- Manage stationery orders
- Assist with the production of information required for the annual audit
- Assist with the quarterly stock count and reporting
- Provide general administrative duties to support finance colleagues
- Any other duties as reasonably required

*This job description is a guide for the responsibilities your role will include. You may be asked to fulfil other responsibilities that are reasonable and suited to you and your skills. These will be discussed with you.*

## **Reporting To**

Financial Controller

## **Who You Will be Working With**

Finance and Resources Director

Finance Manager

Finance Officer

Finance Coordinator

Heads of Department and colleagues across the LSO

*This job description is a starting point for the role we are asking you to fulfil. It is a working document and as such may change and evolve as the role, team and LSO develop.*

# About You



*LSO Brass at St Paul's Cathedral*



*LSO East London Academy young musicians*

**We are looking for someone with the following experience and skills:**

## **Essential**

- Proven relevant and solid experience in a similar role
- Ability to work to a high degree of accuracy and detail in a calm, professional manner
- Excellent work ethic; self-motivated, organised, proactive, and able to meet deadlines and manage a busy workload
- Articulate and able to communicate and collaborate effectively with all individuals/teams of varying seniority within and outside of the organisation
- Computer literate and highly numerate. Working knowledge of the Microsoft Suite and highly proficient with computerised accounting systems.
- Previous experience of working in the charitable finance sector

## **Desirable**

- AAT Level 4 qualification or equivalent
- Experience of the Access Dimensions accounting system
- An understanding of how performing arts organisations operate.



# How to Apply



*A workshop at an LSO Discovery Family Concert*

**The closing date for applications is midday on Monday 2 October 2023.**

If you would like to apply for this role, please visit [lso.co.uk/jobs](https://lso.co.uk/jobs), where you will be asked to complete our application form and equal opportunities form. If you are unable to complete the application form, please contact [alix.harper@lso.co.uk](mailto:alix.harper@lso.co.uk) for assistance.

If you have any questions about this role, please contact the Finance and Resources Director:  
[claire.hersey@lso.co.uk](mailto:claire.hersey@lso.co.uk)

First interviews will be held online (Zoom or Teams). Second interviews will likely take place at the LSO's offices at the Barbican Centre.

When completing the application form please ensure you include examples which demonstrate your experience in the About You section above and also explain why you are interested in the role.

Please provide the names of two referees, one of which should be your current employer, if applicable, along with whether we can contact them or when in the application process they can be contacted.

Please provide your contact details, ideally both a mobile number and email address.

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.