



# WORK WITH US

## Accounts Payable Coordinator

### Recruitment Pack

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# About the London Symphony Orchestra



*The LSO with Sir Antonio Pappano 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, Conductor Emeritus Sir Simon Rattle, 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 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

An important part of the Finance Team's work is the payments function.

The Accounts Payable Coordinator role is responsible for the end-to-end Accounts Payable function, ensuring timely and accurate processing of supplier invoices and ownership of the fortnightly payment runs.

The role acts as the primary point of contact for suppliers, manages company credit cards and related expenditure, oversees office stationery supplies, and is the lead administrator for the Lightyear Accounts Payable system, ensuring it is effectively managed and used across the organisation.

This role offers responsibility and ownership over an essential part of the LSO's finance systems, with close interaction with colleagues from the Concerts and Discovery departments.

## Location

Based at the Barbican

## Hours.

37.5 hours per week. 9.30 am – 6.00 pm Monday – Friday with at least 3 days in the Barbican.

## Salary

£30,000 - £35,000 per annum

## Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Subsidised catering facilities provided by the Barbican Centre.

Membership of company pension scheme with enhanced contributions in line with scheme rules.

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

### Accounts Payable

- Own the full Accounts Payable process, from receipt of invoices through to payment and reconciliation
- Process supplier invoices accurately and promptly, ensuring correct coding and approvals
- Maintain supplier records and ensure up-to-date payment details
- Prepare, review, and execute fortnightly payment runs, ensuring deadlines are met
- Reconcile supplier statements and investigate and resolve discrepancies
- Monitor aged creditor balances and follow up on outstanding items

### Lightyear AP System

- Act as the Lead Administrator for the Lightyear Accounts Payable system
- Provide training and support to the wider team on Lightyear usage and best practice
- Monitor system efficiency and recommend improvements to processes

### Company Credit Cards & Expenses

- Manage company credit cards including issuance, monitoring, and controls
- Ensure timely submission, coding, and reconciliation of credit card transactions
- Support staff with credit card and expense queries

### Finance & Administration Support

- Assist with month-end processes related to Accounts Payable
- Oversee ordering and management of office supplies
- Support audits by providing documentation and explanations
- Contribute to process improvements
- Maintain accurate financial records
- Assist the Finance Manager with other administrative work as required.
- Any other duties that may be reasonably be requested.

# About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

## Essential

- Minimum of 2 years' experience in an Accounts Payable role
- Experience owning payment runs and supplier management
- Experience using or administering Lightyear or similar AP system
- AAT qualified or part-qualified (or equivalent)
- Strong attention to detail and accuracy
- Confident communicator with supplier-facing experience
- Good knowledge of accounting systems and Excel
- Numerate and the ability to consistently work to a high level of accuracy in a calm, professional manner.
- Highly organised and able to consistently meet deadlines
- Confident and able to work effectively with a wide range of people

## Desirable

- Experience of understanding and applying complex rules/principles
- Experience in a multi-entity or fast-paced organisation
- Familiarity with Access Dimensions, Lightyear, or similar

# How to Apply

If you would like to apply for this role, please visit [lso.co.uk/jobs](http://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 [oli.mcginnes@lso.co.uk](mailto:oli.mcginnes@lso.co.uk) for assistance.

If you have any questions about this role, please contact: Api Vimalasri, [Api.Vimalasri@lso.co.uk](mailto:Api.Vimalasri@lso.co.uk)

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, gender, 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.