

**WILTSHIRE
MUSIC
CENTRE**
BRADFORD ON AVON

FINANCE ASSISTANT RECRUITMENT PACK

wiltshiremusic.org.uk
Charity No: 1026160



ABOUT US

Our space is unique: we are a 300 seated concert hall in Bradford on Avon in the heart of rural Wiltshire and since we opened in 1997, we've built an enviable reputation as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Our cross-genre music programme runs from classical to jazz, folk and contemporary music, with artists like the Doric String Quartet and the Orchestra of the Age of Enlightenment having close relationships with the Centre. Over the past year, we've welcomed an incredible range of artists to the Centre, including Aurora Orchestra, Penguin Cafe Orchestra, The Breath and Bill Frisell. Learning and music creation happens in every space - music-making opportunities for exceptional young musicians, community groups and our group for disabled young adults brings our space to life every week.

WMC will be changing and growing quickly over the next few years - with exciting developments, new music and artistic changes. It is an exciting time to be involved with Wiltshire Music Centre as the organisation works to become even more relevant, lively and audience and artist focused.





A thriving inclusive space where people gather and connect through a shared love of music - a space for musical discovery, learning, connection and extraordinary listening experiences

THE ROLE

We're offering an opportunity to join our small and vibrant team as Finance Assistant. This is a part-time role (2 days a week) which provides bookkeeping support to the Head of Finance.

Under the supervision of the Head of Finance, the role contributes to the delivery of a wide range of accounting processes including counting, posting and banking cash, posting purchase ledger invoices, accounting for sales invoices and posting bank transactions.

This post requires a resourceful individual with excellent attention to detail and the ability to multi-task, prioritise effectively and forward plan in a fast-paced and dynamic environment. The role also requires a level of discretion as it

deals with a range of confidential information.

This is a unique opportunity for someone with an interest in supporting a finance team to thrive while having an insight into and contributing to an ambitious arts organisation deeply rooted in the local community.

We are open for this opportunity to be a training role for the right candidate, with full training given on the accounts aspect of the role if required.



KEY RESPONSIBILITIES

FINANCIAL ADMINISTRATION & BOOKKEEPING

- ✓ Maintain financial records in an accurate and timely fashion using Quickbooks online, and Excel spreadsheets when needed
- ✓ Manage cash processes and Bank deposits
- ✓ Maintain Purchase ledger
- ✓ Maintain Sales ledger including raising invoices for lettings using our venue management system
- ✓ Administer and maintain company Credit card
- ✓ Monitor and manage debtors and creditors
- ✓ Reconcile Events

TAX & GIFT AID

- ✓ Accurately allocate tax codes while inputting on Quickbooks to allow accurate VAT reporting (full guidance will be given)
- ✓ Liaise with our fundraising team to ensure records are kept complete and up to date for gift aid submissions

ANNUAL ACCOUNTS

- ✓ Work with the Honorary Treasurer, the Head of Finance and Executive Director and to collate year-end files required for the annual audit

OTHER

- ✓ As you become more experienced within the role, we may request you take on additional more complex financial duties such as assisting with the VAT and payroll. Full support and training would be provided.
- ✓ Carry out any other duty and responsibility appropriate to the post for the effective day to day operation and management of the Creative Learning team
- ✓ Be an active and supporting member of the wider WMC team, supporting with customer service and building cover.

IDEAL CANDIDATE PROFILE

ESSENTIAL

- ✓ Excellent all-round administrative and computer skills including Microsoft Office (Excel, Outlook, Word, PowerPoint, Access)
- ✓ Thoroughness and strong organisational skills
- ✓ Initiative, flexibility and self-motivation – ability to work without supervision as well as part of a team
- ✓ Willingness and ability to learn and use new programmes or tools as necessary
- ✓ Excellent time management skills; ability to manage multiple priorities, work under pressure and meet tight deadlines
- ✓ Excellent communication and interpersonal skills
- ✓ Sound analytical and numeracy skills, ability to understand financial sheets and reports
- ✓ Experience of data management, reconciliation and reporting
- ✓ Self-motivated and flexible, able to work independently as well as collaboratively within a team
- ✓ Ability to research, digest, analyse and present material clearly and concisely
- ✓ Collaborative and supportive approach to team working
- ✓ Acute attention to detail and quality of the work delivered
- ✓ Natural willingness to ensure the job gets done, delivery-driven can-do attitude
- ✓ Resilience to changing conditions or unexpected obstacles
- ✓ Keen to learn, open to feedback and new ideas or ways of doing things
- ✓ Discretion and a good understanding of, and respect for, confidential issues

DESIRABLE

A passion for the arts and arts education



“If you hear unusual, or indeed unusually cutting-edge, sounds reverberating through the damp Bradford-on-Avon-air this autumn, don’t worry. It’s just the sound of Wiltshire Music Centre loosening up.” Nearfield Magazine , Sept 2025

ROLE DETAILS/ HOW TO APPLY

Salary: £25,315 p.a FTE

Contract: Permanent role

Working Hours: Part time (0.4 FTE), 15 hours per week plus some occasional evening and weekend work.

Holiday: 32 days per year pro rata
incl. the standard bank holidays for England and 2 days at Christmas

Reporting to: Head of Finance

Start date: ASAP

What we offer:

Complimentary tickets for WMC core programme performances
The People's Pension – contributions in line with statutory auto-enrolment

For an informal chat about the role, please contact Chris Turner, Head of Finance : chris.turner@wiltshiremusic.org.uk

CLOSING DATE FOR APPLICATIONS

Friday 17th July, 9am

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to:

recruitment@wiltshiremusic.org.uk.

Please include details of two referees.

As an equal opportunities' employer, WMC 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 WMC.

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