



## Finance & Admin Assistant

### Job Description

#### Aim of the Role

To provide administrative support and play a key role in the smooth running of a small, busy office. This role will include a significant amount of financial administration as well as supporting events and training activities and the day-to-day management of the Music Mark website and database.

#### This role will include:

- Financial bookkeeping and reporting:
  - Raising, sending and chasing invoices generated in relation to Membership Fees, Events and Training, using QuickBooks.
  - Ensuring regular and timely entry onto Quickbooks details of receipts from customers, recording all supplier payments, and preparing weekly debtors reports.
  - Filing and keeping all electronic and paper financial records up to date.
  - Supporting the CEO and Financial Consultants in the preparation of financial reports and the annual external audit.
  
- Day-to-day Office Administration:
  - Act as the key point of contact for membership enquiries
  - Provide general day-to-day office support including phone calls, post, organising meetings, ordering office supplies etc.
  - Maintain an accurate calendar of events and dates for the organisation
  - Manage the Music Mark Reference Library – adding documents to the existing physical library database as well as developing and regularly updating an electronic library on the Music Mark SharePoint.
  
- Schools Membership Coordination:
  - Coordinate the preparation and delivery of the Schools Member welcome-pack mailing
  - Maintain the Schools' Member contacts database for the termly newsletter mailing
  - Support the Comms & Marketing Manager in the preparation of the Schools Newsletter
  
- Events and Training Assistance:
  - Support the Events and Training Manager in the smooth running of all Music Mark events and training.
  - Occasional attendance at events run by Music Mark members.
  
- Communications:
  - Uploading of content to the Music Mark website, in particular job adverts and MarketPlace resources.
  - Supporting the Communications and Marketing Manager where appropriate, including the monitoring of Music Mark's social media channels.

**Note** – this role will be primarily office based but may include some travel for which expenses will be paid.



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### Person Specification

Music Mark is looking to appoint someone in the early stages of their career who is keen to learn in a busy, small office environment. The role is an exciting opportunity to gain valuable experience as well as be part of a small team, enabling the post holder to get involved with the many areas of work involved in running a Membership Organisation.

Whilst enthusiasm and a willingness to learn are the key characteristics we will be looking for, the following skills and experience will also be sought through the application form and interview process:

#### Essential:

- Well organised and ability to efficiently complete a number of tasks simultaneously
- Strong numeracy and literacy skills and attention to detail
- Experience/understanding of budgets, bookkeeping and financial reporting
- Proven customer care skills that can be transferred to supporting our membership
- Excellent communication skills – both written and verbal
- A good team player but also able to work on own initiative
- Computer Literacy including knowledge of Microsoft Office packages ie Excel, Word & Outlook.

#### Desirable

- Previous experience of QuickBooks (training will be given)
- Previous experience using a database system (training will be given)
- Previous experience of WordPress (training will be given)
- Experience of a membership organisation - be that as a member, volunteer or employee.
- A knowledge of the arts and education

### Contract details:

<b>Contract</b>	This is a permanent part-time role - subject to the completion of a 3-month probationary period
<b>Salary</b>	£19,200 pro-rata (reflecting the London Living Wage)
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Leave entitlement: 25 days pro rata plus Bank Holidays and the office closure between Christmas and New Year</li><li>• Pension: the post holder is eligible to enrol into the company pension scheme (NEST) which includes a company contribution</li></ul>
<b>Line Manager</b>	Membership and Events Manager
<b>Hours</b>	Up to 28 hours (equivalent to 4 days per week) – to be negotiated but a minimum of 21hrs (3 days) per week. Core office hours 10-4
<b>Location</b>	The UK Association for Music Education – Music Mark, 3 <sup>rd</sup> Floor, 8 Holyrood Street, London SE1 2EL

### Application Process:

Please complete the application form within this 'Job Pack', including providing a supporting statement explaining why you are interested in this role and how you match the personal specification. Completed applications should be sent to [rosie.saxton@musicmark.org.uk](mailto:rosie.saxton@musicmark.org.uk)

**Closing Date:** Friday 10<sup>th</sup> May at 9pm

**Interviews:** Thursday 16<sup>th</sup> May – taking place at our London Bridge offices

*Music Mark is an equal opportunities employer and determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.*