

philharmonia orchestra

FINANCE AND OFFICE ADMINISTRATOR

JOB DESCRIPTION

Reports to: Finance Director and Financial Controller

ROLE & RESPONSIBILITIES:

Purchase ledger:

- Recording invoices, expense claims, company credit cards, petty cash transactions (sterling and foreign currency)
- Managing the authorisation process for the above
- Managing the payment process for the above
- Running the sterling and currency petty cash accounts

Sales ledger:

- Preparation of invoices
- Management and maintenance of the sales ledger
- Assisting the Finance Director in credit control

Control account reconciliations:

- Assisting with balance sheet control account reconciliations as part of the monthly management accounts process
- Assisting the Financial Controller with bank reconciliations

Office administration:

- Assisting the Finance Director in the administration and maintenance of the office building
- Liaising with support companies: alarm keyholders, cleaning company, electricians, plumbers etc.
- Ensuring the building and offices are kept tidy and in good condition

Sundry:

- Administrative support to the Finance Director and Financial Controller, as required
- Liaising with auditors, as required by the Finance Director and Financial Controller
- Undertaking such other duties as the Company may reasonably require.

PERSON SPECIFICATION

- A minimum of a year's experience in a relevant professional environment (involving finance and/or office management)
- Meticulous attention to detail
- Excellent organisational skills
- Ability to prioritise and to manage own time
- Ability to work as part of a team
- Numeracy
- IT literacy (the postholder will be required thoroughly to familiarise him/herself with the Orchestra's bespoke online system)

An interest in orchestral classical music would be an advantage.

ADDITIONAL INFORMATION

- Salary range: £20,000 – £22,000, depending upon experience
- Hours: 09.30 - 17.30, Monday - Friday (35 hours per week)
- Annual leave: 28 days per annum, inclusive of public and Bank holidays
- The Company will contribute 6% of salary to a qualifying pension scheme.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Francisca Onwuka, Financial Controller: francisca.onwuka@philharmonia.co.uk

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: 12.00 noon on Monday 18 December

Interviews will be held on **Wednesday 20 December** at the Orchestra's offices, 6 Chancel Street, London SE1 0UX

If you have not heard from us by close of business on Tuesday 19 December, unfortunately your application has not been successful

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.

