



Finance Coordinator

Job description – January 2022

Contract: Permanent, full-time, starting as soon as possible
Reporting to: Head of Finance

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO presents some 70 concerts there each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser-known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe.

The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award-winning record label, LSO Live, which enables the Orchestra's music to be heard by a global audience through digital recordings. LSO St Luke's, the UBS and LSO music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme, with many performances broadcast by the BBC.

LSO Finance

The Finance Team will consist of 8 staff: the Head of Finance, Finance and Resources Manager, Fees Coordinator, Finance Manager, Finance Officer, Senior Finance Coordinator and Finance Coordinator, with oversight by the Chief Financial Officer. The team is responsible for all aspects of the finances of the main charity, two trading subsidiaries, an endowment trust and another related charity. Total income across the group is approximately £20m. It has a large and varied workload, and there is a high level of interaction with colleagues in other departments. The Orchestra has a reputation for excellence and the LSO expects its staff to meet similarly high standards.

Role Overview

Duties will include the day-to-day financial accounting of the LSO and its subsidiaries across the cash book, purchase ledger and sales ledger for the Group. The Finance Coordinator will provide transactional and operational support and front-line service by working with the Senior Finance Coordinator and the Finance Team in partnership with internal and external stakeholders, ensuring their needs are met and the Finance team's objectives are achieved.

This is a full-time role.

KEY DUTIES

The following duties are intended to be a guide and may change over time to reflect the development of the role, the LSO's requirements and external factors.

Cashbook and Bank

- Maintain the cash book, ensuring that all receipts and payments are properly entered and allocated onto the accounting system
- Update the daily Group Cash Report
- Update departments with bank postings
- Complete and present all bank reconciliations in line with the monthly finance timetable, to the Head of Finance
- Assist in the preparation and reconciliation of petty cash/tour floats

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
- Perform weekly and ad hoc payment runs, obtaining and logging authorisations as necessary, to pass to the Senior Finance Coordinator for checking and review
- Support budget holders and other third parties in responding to and assisting in the resolution of queries

General

- Update the finance accounting system posting invoices and journals where relevant to appropriate ledgers
- Monitor the Finance email inbox
- Prepare supplier statement reconciliations, dealing with enquiries and resolving issues
- Refresh and prepare the first draft of the monthly Finance Reports
- Upload the final annual budget templates in preparation of the new year or amended Finance Reports
- Assist with the creation and posting of the month end journals
- Process and order stationery after authorisation
- Assist with the production of information required for the annual audit
- Assist with the quarterly stock count and reporting
- Extract invoices as required, from the accounting system
- To work within the remit of the monthly financial timetable
- Provide general administrative duties to support the office (e.g reception cover, overseeing the franking machine operations etc)
- Any other duties as reasonably required

The above tasks will be the primary responsibilities of the Finance Coordinator although the exact allocation of work within the Finance team will be reviewed from time-to-time depending on the balance of workloads.

EXPERIENCE AND SKILLS REQUIRED

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
- Able to communicate and collaborate effectively with all individuals/teams of varying seniority within and outside of the organisation

- Computer literate and numerate. Working knowledge of the Microsoft Suite and highly proficient with computerised accounting systems.
- Previous experience of working in the charitable finance sector

Desirable

- Experience of the Access Dimensions accounting system
- Previous experience of working in the arts sector is not required, although an understanding of how performing arts organisations operate would be helpful
- Credit control/Accounting certification or qualified by experience

TERMS AND CONDITIONS

- Salary Range: £23,500-£26,000 per annum, depending on level of experience
- Normal working hours: 09.30-18:00, Monday-Friday, plus evening and weekend work as required for which overtime is not paid, although an arrangement for time off in lieu is in place.
- Notice Period: two months.
- 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 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.
- Non-contributory private healthcare scheme*
- Company income protection insurance*
- Cycle to work scheme

* after completion of one year's employment

The LSO's offices are based at the Barbican Centre, London.

The LSO is operating a temporary hybrid working arrangement, where employees are able to work from home and are able to attend the office, subject to strict COVID mitigation practices. Any potential changes to this arrangement may occur once restrictions have eased.

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.

HOW TO APPLY

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at www.iso.co.uk/jobs.

If you have any questions about this role, please contact Sandra Tetsola, Head of Finance, sandra.tetsola@iso.co.uk.

The closing date for applications is 10am Monday 24 January 2022. Interviews will take place on week beginning 24 January 2022.

If you do not live or work in Greater London, the LSO will make a contribution towards travel expenses incurred in attending interviews only if agreed in advance. In exceptional circumstances, initial interviews may be conducted by Microsoft Teams or Zoom. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.