



## London Symphony Orchestra Finance Officer Recruitment Information – February 2017

Reporting to: Financial Controller

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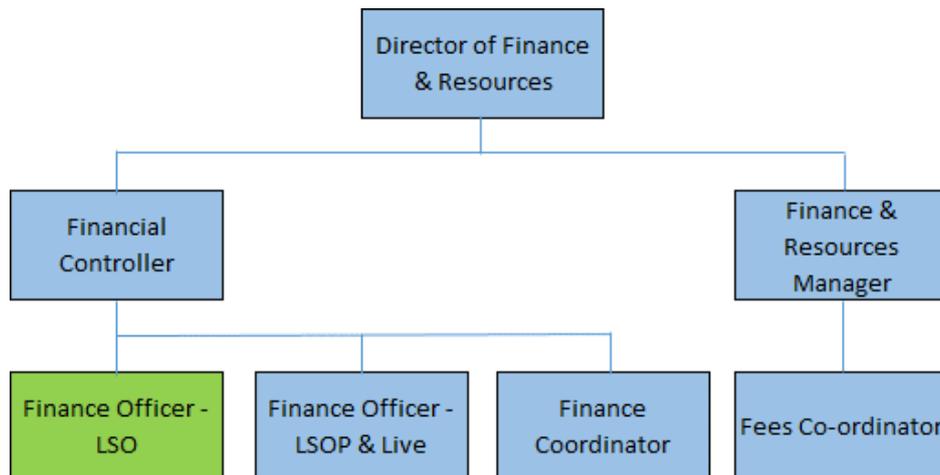
### The London Symphony Orchestra

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 Department

The Finance Team comprises 7 staff, as shown in the organisation chart below.



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 £15m. The team has a large and varied workload, and there is a high level of interaction with colleagues in other departments.

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### Role Objective

To be responsible for all financial accounting of the charitable company, LSO Ltd, and also to work as part of the wider Finance team by maintaining accurate and up-to-date financial records. Day-to-day bookkeeping work (purchase and sales ledgers) is carried out by the Finance Coordinator.

This role offers responsibility and ownership over specific areas of the LSO's finances, together with the opportunity to develop skills and experience, in addition to study support for any formal qualifications (if applicable).

The successful candidate will possess solid general ledger and accounting experience and will have advanced Excel skills. The role is an ideal opportunity for an individual seeking to progress their career within the Finance department of an interesting and successful organisation.

## **KEY DUTIES**

### **Cash and Banking**

- Maintain the cash book for LSO Ltd, ensuring that all receipts and payments are properly entered and allocated onto the accounting system, liaising with other departments as necessary.
- Update the Concerts and Development departments daily on receipts.
- Complete monthly bank reconciliations in a timely manner, over multiple currencies and submit for review.
- Maintain and reconcile cash floats in multiple foreign currencies, including cash orders.
- Assist the Finance Coordinator with the weekly cash and cheque banking.

### **Sales Ledger**

- Prepare aged debtors reports monthly and liaise with appropriate personnel to ensure that debts are recovered, updating the Financial Controller for cash flow purposes.
- Respond to queries from staff who generate sales invoices, including place of supply VAT queries, and assist with input as necessary.

### **Purchase Ledger**

- Review the weekly payment run for LSO Ltd submitted by the Finance Coordinator.
- Review the monthly aged creditors report for LSO Ltd produced by the Finance Coordinator.

### **Other Accounting**

- Ensure that Concert Hall Returns from the Barbican and other venues are received, coded and posted onto the accounting system accurately and promptly on both Sales and Purchase ledgers, and correctly contra-ed and allocated. Ensure that each month's Concert Hall Returns are processed by month end, including reconciling ticket sales and submitting for review.
- Prepare PAYE Settlement Agreement reporting for Foreign Tour Subsistence for each Foreign Tour and submit for review. Prepare and submit the annual PSA submission to HMRC in July.
- Reconcile the monthly Friends and Patron scheme Direct Debit receipts and liaise with the Development department to administer the direct debit membership scheme.
- Complete monthly balance sheet reconciliations, maintain the Fixed Asset Register and submit for review.
- Prepare LSO Ltd Trial Balance to assist in the preparation of the monthly management accounts.
- Prepare annual budget templates for the LSO Concerts, Marketing, Development, Administration and Technology Departments.

### **Reporting**

- Prepare monthly Finance Reports for the LSO Concerts, Marketing, Development, Administration and Technology Departments, ensuring that these match the trial balance to assist with the preparation of the Management Accounts.
- Liaise with the departmental budget holders over their Finance Reports, ensuring accuracy and user-friendliness, and updating and annotating forecasts for use by the Financial Controller.
- Prepare and submit for review the VAT Return and EC Sales List for the LSO VAT group (charity and trading company and including European reverse charge adjustments).
- Prepare and submit for review the quarterly Foreign Entertainers UK Withholding Tax return, liaising with the Artist Managers, and reconcile annually.
- Assist with the production of information for the LSO Group annual audit.

- Support the Financial Controller in producing information for the LSO Endowment Trust annual audit pack, with particular attention to the analysis of fund and investment income.

### **General**

- Build key interpersonal relationships and department engagement across LSO for income, spend, forecast and budget review.
- Oversee and occasionally assist with sales ledger and purchase ledger postings carried out by the Finance Coordinator.
- Carry out any other accounting work as necessary for LSO Group.
- Act as a key point of contact between the Finance team and LSO Concerts, Marketing, Development and Technology Departments.
- Assist the Financial Controller with other finance work when required.
- Any other duties that may be reasonably requested.

The above tasks will be the primary responsibilities of the Finance Officer although the exact allocation of work within the Finance team will be reviewed from time-to-time depending on the balance of workloads. Flexibility will be required to work within a sub-team of three to ensure that all day-to-day accounting work for the whole LSO group is completed according to agreed deadlines.

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## **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.
- Very good work ethic; self-motivated; organised; and able to meet deadlines and manage a busy workload.
- Computer literate and numerate. Good working knowledge of Microsoft Excel/Word/Outlook and confident working with computerised accounting systems.

### **Desirable**

- Experience of the Sage 200 accounting system.

Previous experience of working in the arts or voluntary sectors is not required, although an understanding of how performing arts organisations operate would be helpful.

## TERMS AND CONDITIONS

- Salary Range: £26,000 -£27,000 per annum, according to experience.
- Normal working hours: 9.30-18:00, Monday-Friday, with additional hours as required for which overtime is not paid.
- 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:
  - 1% employer contributions and 0.8% employee contributions in the first year of employment.
  - 5% employer contributions and a discretionary employee contribution after 1 year's employment.
- Non-contributory private healthcare scheme.\*
- Company income protection insurance.\*
- Childcare vouchers.
- 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 an Equal Opportunities employer.

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## 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.lso.co.uk/orchestra/jobs](http://www.lso.co.uk/orchestra/jobs).

If you have any questions about this role, please contact Edward Knight, Financial Controller on Edward.Knight@lso.co.uk or 0207 382 2501.

The closing date for applications is 10am on 20 March 2017.

Interviews will be held during the week of 20 March 2017.

*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 telephone or Skype. 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.*