



LIVERPOOL PHILHARMONIC

PHILHARMONIC HALL

# Accounts Assistant

Candidate Information  
November 2023



# What is Liverpool Philharmonic?

## Liverpool Philharmonic enhances and transforms lives through music

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

## Liverpool Philharmonic is rooted in our city

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

## Liverpool Philharmonic is committed to diversity and inclusion

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

**Over 350,000 people attend Liverpool Philharmonic concerts each year.**

**73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.**

**Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.**

**Over 12,000 people have benefitted from our music and mental health programme over the last 13 years.**

# What is the role?

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- **Title:** Accounts Assistant
- **Department:** Finance
- **Location:** Liverpool Philharmonic Hall
- **Responsible to:** Management Accountant
- **Contract:** Part time (25 hours), permanent

## Principal Role

The post-holder will be responsible for supporting the Management Accountant and the Finance Team in providing a comprehensive and customer focused finance service to Liverpool Philharmonic.

## Key Responsibilities

- Daily bank postings
- Process Daily cash sheets
- Cash & Cheque banking
- Process Box office refunds
- Prepare month end Bank reconciliations
- Cover on Purchase Ledger in times of high volume, holidays or sickness
- Monthly Payroll production (including submission and payment of PAYE & Pension reports)
- Management of Royal London Pension Scheme
- Ad hoc duties as advised by the Management Accountant / Executive Director – Finance

# Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential Criteria	Desirable Criteria
<b>Experience</b>		
Good written, telephone, keyboard, interpersonal and communication skills	X	
Experience of working on own initiative and under own motivation	X	
Good level of IT skills and computer literacy including Microsoft Excel	X	
Staffology Payroll system		X
<b>Knowledge, Skills, and Abilities</b>		
Good attention to detail	X	
Good communication, organisational, interpersonal, and administrative skills	X	
<b>Personal Style and Behaviour</b>		
A good team player	X	
Has a positive approach to work and problem-solving	X	
<b>Qualifications</b>		
AAT qualified/ Qualified by experience	X	

# Key Information

- **Salary:** £22,050 per annum (Pro Rata)
- **Employment type:** Part time, permanent
- **Hours of work:** The standard contracted hours for this post are 25 hours per a week. You may be required to work over and above these hours but you will receive time off in lieu for this.
- **Holidays:** The holiday year runs from 1st April to 31st March. You are entitled to 26 days holiday per year, pro rated for part time employees. This is calculated at 2.16 days per complete month worked.
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Place of Work:** Liverpool Philharmonic Hall

## What benefits are offered?

### Health Cash Plan

Following two years' service you will have access to a health cash plan with an award-winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

### Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

### Cycle to Work

Access to a Cycle to Work Scheme enabling you to save 25-39% of the cost of a new bike and spreading the cost over a 12-month period.

### Rail and bus services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services. Length of service awards Employees are provided with additional time off and cash incentives at various long service milestones.

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Employees are provided with additional time off and cash incentives at various long service milestones.

### Complimentary staff tickets

Complimentary staff tickets are available and employees are encouraged to attend events.

# How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

Applications are due at **12 noon on Monday 4<sup>th</sup> December 2023**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

## Interviews

Short-listed candidates will be invited to attend an interview in the WC 11<sup>th</sup> December 2023 at Liverpool Philharmonic Hall, Hope Street L1 9BP.

## Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

# LIVERPOOL PHILHARMONIC

Royal Liverpool Philharmonic  
Liverpool Philharmonic Hall  
Hope Street  
Liverpool L1 9BP

Box Office: 0151 709 3789

The work of Liverpool Philharmonic is supported by:

