



FINANCE OFFICER

JOB DESCRIPTION

Contract Permanent, part-time (21 hours/week), starting as soon as possible
Reporting to Head of Finance

THE NATIONAL YOUTH ORCHESTRAS OF SCOTLAND (NYOS)

NYOS provides world-class classical and jazz tuition to young people aged between 8 and 25 through a comprehensive pathway of orchestras, jazz bands, training ensembles, and an expansive outreach programme. We work with around 600 of Scotland's most promising young musicians each year.

For more information, please visit www.nyos.co.uk

ROLE OVERVIEW

Reporting to the Head of Finance, the Finance Officer will provide transactional and operational support to the day-to-day financial accounting for the finance function. The Finance Officer supports the organisation's financial management, budgeting, payroll, and reporting, and liaises across all areas of the organisation.

Main Duties

- Control and reconciliation of key financial accounts, including purchase and sales invoices
- Processing of membership fee invoices and overseeing the annual bursary application procedures and allocate bursaries according to policy
- Preparation of annual budgets in conjunction with the Senior Management Team
- Produce quarterly Management Accounts, alongside reports for the Board and Finance & General Purposes Committee as required
- Payroll function, including processing staff payroll and submissions to HMRC etc., workplace pension arrangements
- Arrange freelance consultancy payments to course/project artists/staff
- Liaise with auditors to ensure the production of sound financial reports and monitors, including preparation for annual audit procedures
- Reconciliation of bank accounts and other key balance sheet accounts
- Manage HMRC requirements and complete statutory and regulatory returns on time (VAT returns, Charity returns, etc)
- Maintain SAGE accounting and payroll systems, ensuring any upgrades and future developments are carried out in a timely manner
- Support all departments with budgetary and financial questions as required

SKILLS AND EXPERIENCE

Essential

- Experience of preparing audit information, working with external auditors
- A good working understanding of accounting processes and procedures
- Knowledge of relevant HMRC legislation
- Excellent time management skills with the ability to handle completing priorities and meet deadlines effectively
- Excellent organisational skills and attention to detail
- Excellent verbal and written communication skills
- Demonstrable ability to work with minimum supervision, independently and as part of a team

Desirable

- A competent user of SAGE Accounts & Sage Payroll, and Microsoft Word and Excel
- Experience of managing charity finances

KEY TERMS AND CONDITIONS

- Salary range: £25-£30K (pro rata)
- Part-time, 21 hours per week, permanent role
- Normal working hours: 0900 to 1700 Monday to Friday with a 1-hour lunch break
- Evening and weekend work as required for which overtime is not paid, but for which a TOIL policy is in operation
- Based in Glasgow head office, with possible partial home-working facility following discussion
- Holiday allowance of 22 days annual leave (pro rata), 12 public holidays (pro rata)

EQUAL OPPORTUNITIES

The National Youth Orchestras of Scotland is committed to a Policy of Equality of Opportunity which respects the identity, rights and value of each individual and welcomes applications from all sections of the community. We are committed to growing the diversity of the organisation, and particularly welcome and encourage applications from underrepresented voices.

Please let us know if you have any support and access requirements. If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of the application process, including interview, please let us know.

HOW TO APPLY

To apply please send a curriculum vitae with a covering letter including the names and contact details of two referees (marked Private & Confidential) to:

Dr Kirsteen Davidson Kelly
Chief Executive
National Youth Orchestras of Scotland, 13 Somerset Place, Glasgow G3 7JT
recruitment@nyos.co.uk

Closing date for applications	Friday 25 February at midday
First Interviews	Wednesday 2 March (Zoom)
Second Interviews	Tuesday 8 March 2022 (Glasgow tbc)