



Supported by



**Wiltshire Music Connect:
Small Business Finance Support, Part time
freelance contract**

Approx. 40 days p/a

Wiltshire Music Connect is the Music Education Hub for Wiltshire. We connect children and young people in our county with a broad range of music making opportunities and experiences to compliment and support what schools offer. Because music is excellent for developing young minds.

The Hub is looking for someone to maintain financial data for two sets of annual accounts, to present data for forecasting and to the board and to do some basic financial modelling.

The Hub's income comes primarily from two sources: Arts Council England, paid via the Local Authority (Wiltshire Council, where we work with a link officer in the finance department) and Music Connect CIC. This position requires particular familiarity with Accounting in a Local Authority.

There will be periods (e.g. quarter end, year-end) where more activity will be required. We envisage approx. 40 days p/a.

The main tasks

- Initially, take the Hub's existing (Excel-based) finance system and create a better suited version that provides a combined view of separate Local Authority and CIC accounts.
- Monitor the use of this system as Hub staff enter payments and transactions.
- Build charts and tables to enable the management and the board to see key trends and factors affecting the Hub's work and efforts.
- Identify any common or recurring financial issues and devise / revise templates to address and or monitor as appropriate.
- Liaise with Hub team members and the Council finance link officer on a regular basis (typically 4-6 weekly) regarding expenditure, income and forecasts in relation to budget.
- Undertake bank / fund reconciliations and prepare financial reports on a quarterly basis in appropriate formats for the Stakeholder Board (quarterly) and the CIC directors. Liaise with the Board Finance committee to explain accounting issues. NB There may also be requirements to present financial information to funders and other stakeholders.
- Support the Hub's annual budget building exercise.
- Oversee the preparation of the Hub's annual accounts for Arts Council England and contribute to assembly of CIC accounts.

Candidate attributes

- Analytical, accurate, helpful,
 - Good IT skills and excellent Excel knowledge (NB this is what we currently work with)
 - Ability to adapt and devise systems and the supporting financial elements to meet the Hub's needs and improve the Hub's operations and proactively propose new ideas.
 - Experience of and / or interest in the Hub's work are likely to figure significantly in the choice of candidate to fill this position.
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If you are interested in this contract, you can request an informal chat with one of the CIC Directors about the role – please do so by emailing nick.howdle@wiltshiremusicconnect.org.uk between 10th August and 28th August or on Thursday 3rd Sept.

To apply by deadline of **12 noon on Fri 4th Sept**

Please send us the following (all at the same time)

- an up to date CV
- letter stating your interest in and suitability for the role – please also indicate your potential availability for interviews on the afternoon of Thursday 10th September
- details of two professional referees whom we can contact if required. (no more than 2 sides A4)

Interviews will take place on the afternoon of Thursday 10th September – via Zoom or face to face if allowed / safe.

www.wiltshiremusicconnect.org.uk

#DontDropMusic

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