



## **Cambridge Summer Music Festival Job Description: Finance Officer**

### **Background information**

Cambridge Summer Music Festival (CSMF) organises a programme of live music events centred on an annual concert series held in Cambridge each July. Concerts showcase solo performers, chamber ensembles, choirs and orchestras, spanning classical, opera, jazz and more. Concerts are held at a range of venues including College chapels, churches, concert halls and the Cambridge University Botanic Garden.

CSMF is led by a Board of Trustees, supported by the Festival Director – the sole employee of CSMF, who is responsible for programming - and a self-employed Finance Officer who oversees the day to day financial records of the organisation.

Cambridge Summer Music is a registered charity (no 1068417) and a registered company (no 3475445).

### **Job description**

#### **Job purpose**

Responsible for ensuring accurate and complete recording of the charity's income and expenditure, preparation of the monthly payroll, timely payment of creditors including HMRC, and preparing reports for the Trustees (management accounts, budgets, cashflow forecasts).

#### **Reporting to**

The Board of Trustees and primarily the Finance Trustee

#### **Working hours**

Approximately 90 hours per annum.

Workload is not split evenly across the year. Some months may involve little more than preparation of the monthly payroll and associated tax payments, and a check on the bank account, whilst other months (in the run up to and during the July Festival) will involve payment of invoices from venues and performers and accounting for income on ticket sales

#### **Salary**

£20.00 per hour.

Based on an estimated 90 working hours per annum: £1,600 per annum. Hours are paid based on recorded work carried out during the preceding month.



### **Location**

Working from home.

There will be a need to attend occasional face to face meetings in Cambridge

### **Key responsibilities**

- Ensure complete and accurate recording of all festival income, including from ticket sales and donations
- Account for and reclaim gift aid where applicable
- Ensure complete and accurate recording of all festival expenditure, including payments to performers and for hire of venues
- Set up payment runs, for Trustee approval
- Prepare monthly payroll, for Trustee approval
- Ensure accurate and timely payment of payroll taxes to HMRC
- Account for pension contributions and ensure timely payment to the pension provider
- Carry out a monthly bank reconciliation
- Prepare monthly management accounts, and also a summary of income and expenditure for each concert, for Trustee review
- In discussion with the Festival Director and Trustees, prepare an annual budget and monitor performance against that budget
- Prepare cashflow forecasts
- Register CSMF for VAT (anticipated required Autumn 2023)
- Record input and output VAT
- Prepare VAT returns, for Trustee approval prior to payment

### **Person specification**

- Experience in a similar role, responsible for the day to day book keeping and accounting for a small company or charity is essential
- Experience of running a small payroll is essential
- Suited to an AAT qualified practitioner, or a part qualified accountant
- Knowledge of Xero accounting system would be beneficial
- Knowledge of basic VAT accounting would be beneficial
- Ability to work to deadlines
- Strong communication skills and the ability to work as part of a team, alongside the Festival Director and Trustees
- Interest in the Arts and support for the aims and purpose of CSMF