



londonmusicmasters

celebrating 10 years

London Music Masters is recruiting an **Office and Finance Administrator** to join its team, supporting its award winning music education programme, LMM Learning, and its work with emerging professional artists.

Application Deadline: Midday, Friday, 18 January 2019

The Extraordinary Power of Music

For a decade, London Music Masters has pioneered an award-winning approach to music education positively affecting the lives of nearly 2500 children and young people in London's inner-city schools. We have also helped build the careers of young professional musicians enabling them to develop their artistry in the concert hall and in the classroom. The charity was founded in 2008 by Victoria Robey OBE and Prof Itzhak Rashkovsky (Royal College of Music).

With income of £1M, a staff team of 10, 30 freelance instrumental tutors, 1300 students taught each week and contractors supplying services from IT to PR the need for an efficiently run organisation is paramount. The core administrative team is small and works closely to provide support for the project and fundraising teams, our teachers, parents, schools and our volunteers.

LMM Learning

London Music Masters' schools programme, LMM Learning, aims to transform musical instrument teaching in UK primary schools. For 10 years we have provided world-class learning opportunities for children in inner-city primary schools and we are dedicated to training an ambitious and talented team of young musicians to enable this vital work to continue. We believe that music belongs to everyone in society and that high quality music making should be at the heart of our local communities.

Our schools programme brings musicianship, violin and cello teaching of the highest quality into inner-London primary schools situated in areas of financial deprivation. Currently catering for 1,300 children across six schools, we work with every child in the school during their first three years at primary school, providing each one with their own instrument and up to three lessons a week in small groups and ensembles. Additionally we are committed to training the next generation of outstanding music instrument teachers through our pioneering teacher training programme Team Teach.

LMM Artists

Great musicians transcend their context and captivate audiences everywhere. We are committed to enabling emerging artists to become great musicians. For us, that means helping them develop their artistry in a community context: working with our children and their families to find new expressions of their art which challenge, delight and stimulate audiences outside of the traditional concert hall environment. We are proud to have musical ambassadors in Nadine Benjamin, Benjamin Grosvenor, Sheku Kanneh-Mason, Anthony Marwood and Tai Murray and we work closely with the nine recipients of the LMM Award, given to outstanding artists in the early stages of their careers.

Office and Finance Administrator

Reports to:	Executive Director, Finance Director
Location:	London Music Masters office, 125 Kennington Road, SE11 6SF (nearest underground stations: Lambeth North/Elephant and Castle)
Hours:	Part time (0.6) hours can be arranged flexibly over at least three days per week
Salary:	£25,000
Benefits:	Contributory pension
Duration:	Fixed term – 1 year with potential to extend
Start date:	February 2019

Closing date for applications: midday, Friday 18 January 2019

Who we are looking for

We are looking for an engaging, motivated individual who shares our values of inclusion and excellence, believes in the power of music for children and young people and wants to use their skills to make a difference in the world. The Office and Finance Administrator will provide an essential role alongside the executive director and finance director supporting the activities of our project and fundraising teams. They will also be a direct link between the office team and external stakeholders and partners. Office experience is a pre-requisite. Financial administrative experience is considered a distinct advantage, but is not essential, provided you are methodical, confident and accurate in working with numbers.

Diverse teams perform better! We are committed to bringing people of all backgrounds into our team and creating a genuinely inclusive workplace where everyone can thrive. We are actively recruiting amongst two groups that are under-represented in our sector: those with a disability and those with African, Caribbean or Asian heritage. Candidates who identify with either of these groups and meet the minimum criteria for the role will be guaranteed an interview.

The main duties and responsibilities of the role

Office Management

- Maintaining adequate levels of office supplies
- Being point of contact for utilities, premises contractors and landlord
- Fielding queries from the general public (phone and email)
- Co-ordinating team-wide activities
- Providing administrative support on human resource activities including staff training, appraisal schedules, annual leave requests
- Additional tasks as required

Finance

- Issuing invoices to parents; matching and logging receipts, chasing late payments by email and phone
- Credit card analysis, matching receipts, processing on accounting system
- Checking and processing invoices for payment, ensuring they are appropriately authorised
- Resolving supplier queries
- Processing bank receipts and payments, matching to invoices and liaising with fundraising team to record donations accurately
- Managing petty cash processes
- Banking cheques
- Maintaining asset registers (specifically instrument records)

- Fielding requests for information from staff members, teachers and suppliers on status of payments and spend

A typical week could include:

- Answering the phone and directing calls to the relevant staff member
- Circulating an agenda and meeting papers for a board meeting
- Liaising with venue, suppliers, trainers and caterers for a staff training day
- Providing assistance at a fundraising event or concert
- Supporting the Executive Director with administrative tasks
- Matching bank receipts against invoices and chasing for late payments
- Reviewing supplier contracts ensuring we receive value for money
- Authorising use of credit card by staff members, ensuring that receipts are provided
- Checking and processing teacher invoices
- Visiting a school to review the instrument log

Personal qualities and skills required for success

The successful candidate will be highly efficient, will enjoy creating and working in an orderly environment, will be friendly and warm, able to collaborate well with colleagues and will be motivated by the social agenda of the charity, sharing the organisation-wide values of inclusion and excellence.

The successful candidate will have the following qualities and skills:

- Personable and confident, in person and on the phone (you will be the first point of contact for enquiries from the general public, and the main contact for most suppliers and service providers)
- Confidence and facility with numerical work, including being able to compare and evaluate different price structures from suppliers, check percentage and pro rata calculations
- Able to follow clear processes
- Strong organisational skills
- Confident and proficient with standard MS office programmes including Word and Excel
- Adept at learning new skills (training will be provided which will enable you to gain fluency in the financial software we use)
- An eye for detail (much of the work requires a methodical approach, with the ability to identify errors in data such as invoices and expenses claims)
- The ability to prioritise tasks balancing requirements from two line managers, working independently for much of the time.

The team

The Office and Finance administrator is line managed jointly by the executive director [Rob Adediran](#) and the finance director [Linda Webber](#).

Where the role could lead

As a growing organisation, we are looking for people who are interested in growing with us. We will encourage the incoming Office and Finance Administrator, as we do with all staff, to take part in training opportunities to support their personal and career development. Members of staff are encouraged to access internal and external training and development opportunities to support their personal and career development. Whilst this is a one year post, there is the possibility to extend the contract to a permanent position.

Application Details

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- If you are unsure whether or not your skills match the job description but are interested in the role and would like to have an informal discussion prior to submitting an application please call Executive Director Rob Adediran on 0203 643 5085.
- All applications should be made using the application form available to download from www.londonmusicmasters.org/about/work-with-us/
- Closing date midday, Friday 18 January 2019
- Interviews will be held on 24 January 2019