



Finance Administrator

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford
Line Manager:	Finance and Health & Safety Manager
Working Hours:	Part time, 22 hours per week
Contract:	Permanent
Salary:	£21,000 pro rata, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
Annual Leave:	22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas. Entitlements are pro-rata for part-time employees.

1 About Kent Music

Kent Music is a music education charity and the lead partner for the Music Education Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, County Choirs & Wind Orchestra, and the annual Kent Music Summer School.

As the lead partner for the Music Education Hub, Kent Music works closely with partners and schools to co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

Our Values

The charity has developed a set of values that drive its work:

- Anticipating, valuing, and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing the barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration, and partnership

The current business plan for the organisation has three central aims:

1. To provide access to instrumental and vocal teaching across Kent.
2. To provide access to a broad range of out-of-school music activities across Kent.
3. To create the conditions where music thrives in schools in Kent.

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About the Role

This role is part of a team of administrators supporting the core functions of Kent Music.

The role provides essential administrative support to the finance manager and the accountant. This role will support with debt chasing, financial assistance, refunding processes, and payroll administration.

3 Job Description

- 3.1 Provide ad hoc support where required in the organisation during busy periods, staff absence and annual leave, and as otherwise reasonably requested.
- 3.2 Be included in the group for the front door entry system and be available to answer during work hours, attending to visitors as needed or when the Office Administrator is unavailable.
- 3.3 Bring together the necessary financial information that will enable payroll to be run monthly.
- 3.4 Chase aged debt on a regular basis throughout the year as per the time frames set out in agreement with the Senior Leader, Operations, advising the Area Administrator when lessons are due to be suspended.
- 3.5 Prepare reports for the Finance Manager to enable decisions to be made about writing off debt.
- 3.6 Coordinate refunds and credits at the end of each academic year.
- 3.7 Handle general enquiries coming into the finance department.
- 3.8 Set up standing orders for customers of tuition and music centres by request of the Area Administrators, removing standing orders at the end of the academic year.
- 3.9 Enter payments onto the Sage 200 system.
- 3.10 Provide general support to the Finance Manager, including supporting the administration of the bursary fund and supporting the annual audit.
- 3.11 Other duties as reasonably requested by your line manager.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Relevant qualifications at a minimum of level 2, or equivalent experience.	✓	
Level 2 qualifications in maths and English language, or willingness to obtain.	✓	
Knowledge, skills, and experience		
Experience of payroll administration.	✓	
Experience of supporting a finance team.	✓	
Well organised and able to work to deadlines.	✓	

Ability to use Sage 200 payroll software.		✓
Experience working in a busy administration role.	✓	
Excellent organisational skills with ability to manage time, and workload, prioritising tasks effectively.	✓	
Good attention to detail.	✓	
Excellent verbal and written communication skills.	✓	
Able to be resourceful and proactive when dealing with pressing issues.	✓	
Able to work either self-sufficiently or collaboratively as necessary.	✓	
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
Kent Music attributes		
Able and willing to work flexibly across the organisation	✓	
Knowledge and experience of safeguarding and GDPR processes		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.

DECLARATION

I acknowledge receipt of this Job Description and confirm my agreement to the duties and responsibilities set out herein.

Signed: _____

Date: _____

Print: _____

(Employee)