



Accountant

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford
Line Manager:	Chief Executive
Working Hours:	Part time, 15 hours per week
Contract:	Permanent
Salary:	£50,000 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 pro rata, rising one day per year of service to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas.

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:

- To provide access to instrumental and vocal teaching across Kent.
- To provide access to a broad range of out-of-school music activities across Kent.
- 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

The purpose of this role is to prepare budgets and management accounts and oversee the annual audit.

3. Job Description

3.1 Prepare the annual budget for Kent Music in consultation with the finance manager, chief executive and budget holders.

3.2 Work with departmental managers to collate budgets for particular areas of activity.

3.3 Produce monthly management accounts for the Board and Chief Executive.

3.4 Attend meetings of the Board and the Finance Sub Committee as required (the Finance Committee meets every quarter, with the Trustee Board meeting two weeks after the Sub Committee).

3.5 Attendance at senior leadership team meetings as required.

3.6 Work with the finance manager to prepare the yearend audit papers.

3.7 Attendance at the audit start and close meetings along with the audit committee meeting held in February.

3.8 Provide advice and guidance on the use of Sage 200 as required.

3.9 Support the Finance Manager with advice on financial systems and procedures.

4. Person Specification

	Essential	Desirable
Qualifications and training		
An accountancy qualification or substantial experience	✓	
Evidence of regular finance CPD	✓	
Knowledge, skills, and experience		
Experience of day-to-day management of finances for a comparable organisation	✓	

Experience of preparing and presenting complex budgets and monitoring reports	✓	
Experience of managing large payroll	✓	
Experience of preparing and managing an annual audit process	✓	
Experience of using Sage Payroll and Sage 200 software	✓	
Experience of using Microsoft Office applications, particularly Word, Outlook and advanced Excel.	✓	
Knowledge and application of the Charities SORP	✓	
Excellent written and verbal communication skills	✓	
Kent Music attributes		
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.