**Overview**

The Met is an innovative and rapidly growing organisation situated in the 2020 Greater Manchester Town of Culture, Bury. We are unique in the breadth of work we present and our ability to nurture artists and develop audiences. We present a mix of live music, theatre and comedy alongside a variety of hires hires in our beautiful Grade II 4.6million refurbished building. We run community workshops, a recording studio and a creative business hub. Our restaurant, Automatic, welcomes in excess of 100,000 visitors per year.

Our digital programme has grown significantly during COVID and will continue after the pandemic. We’ve had almost 5million viewers across 2020 and we’re proud to have partnered United We Stream to entertain Greater Manchester during lockdown.

Our work outside the building helps us to challenge and develop audience and artists. Since 2011 we have regularly presented a 3-day 5,000 capacity outdoor music festival and frequently collaborate on other specialist events and festivals at multiple sites in the town, as well as our own Beer Festival each November.

**Our mission is to:**

* Promote a distinctive and varied programme of high-quality events with local, regional and national appeal;
* Widen access to the performing arts by developing a programme which recognises the diversity of the communities we serve;
* Support the creative activities of individual artists and groups;
* Support initiatives to promote the arts in Bury and the Region;
* Work in partnership with relevant agencies towards the achievement of a shared strategic vision, promoting the arts and Bury;
* Build towards a national profile for our developmental approach to our audiences, art forms and programme.

We are seeking a ***Finance Officer*** to join our staff team. We are passionate about the power of art to transform communities and society and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.

We value diversity of perspective and lived experience and particularly welcome disabled candidates, people of colour, from all regions.

The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. We have a turnover of circa £1million and a staff of 12 full time and 5 casual staff. We work with over 100 volunteers every year through our festivals and events work.

**Application Process**

To apply, please send your CV, a covering letter concisely explaining why you are interested in this role and what makes you a suitable candidate, and the enclosed equal opportunities monitoring form to [susan.binder@themet.org.uk](mailto:susan.binder@themet.org.uk) by 25th July 2021.

All documents are available via our website [www.themet.org.uk](http://www.themet.org.uk)/jobs.

**The Role**

Part Time (25 hours a week)

Salary £18,319-£20,541

Immediate Supervisor – Finance Manager

Hours – 25 hours per week. No overtime is paid, but hours are flexible (subject to core hours) and we operate a TOIL system. 23 days holiday a year plus bank holidays (pro rata).

Minimum Education Level - Educated to at least A-Level or equivalent.

**Person Specification**

* Highly organised
* Self-motivated
* Keen to develop own skills
* Strong working knowledge of Microsoft Office
* Experience of working with accounting software packages (ideally Quickbooks)
* General competence with bespoke computer systems
* Strong team player
* Flexible, can-do attitude
* Great customer service and interpersonal skills
* Methodical and well organised, with excellent time management skills
* Ability to work under pressure and to schedule
* Interest in the arts
* Sensitivity and ability to be discreet and maintain confidentiality
* Commitment to equal opportunities
* Commitment to own continuing professional development and keeping up to date with developments in legislation and best practice

**Purpose of the role**

The key purpose of this role is to support the whole organisation, including the staff and executive teams, by operating an efficient and effective finance function, alongside the Finance Manager.

**Responsibilities**

Bookkeeping:

* Day to day financial administration and entries to financial software, including sales invoices, purchase invoices, sales receipts and purchase payments
* Managing debtors ledger and chasing payments (invoicing and credit control)
* Managing creditors ledger and making payments (purchase ledger)
* Processing and paying staff expenses
* Manage financial administration and internal filing systems, including digitising and filing all financial paperwork upon receipt

Banking:

* Paying cash and cheques into bank, maintaining bank records and files
* Management of credit card, including collating and identifying receipts, and entering appropriately to the financial software
* Bank reconciliations (bank accounts, credit card, cash and floats)
* Manage floats and cash at off-site events, including reporting, reconciliations, banking and recording into the financial software

Support to the Finance Manager:

* Performing reconciliations/checks of the financial data to assist the Finance Manager’s calculation of monthly management accounts
* Other support and assistance to the Finance Manager as required

Other

* Calculation and submission of regular gift aid claims to HMRC
* Develop and maintain procedures for all finance tasks
* Undertake training and development as required
* Undertake any other duties as deemed reasonable

**Experience:**

* Strong knowledge and experience of Microsoft Office, particularly Excel and Word
* Ability to devise, develop and implement financial and administrative systems and procedures
* Experience of working with accounting software packages (preferably Quickbooks)
* Strong attention to detail and accuracy
* Qualified by experience or bookkeeping qualification
* Excellent time management and organisational skills
* Excellent administrative skills
* Excellent communication skills
* Ability to work within a small team, and on own initiative