

JOB DESCRIPTION

Finance & Office Administrator

1. Who is Making Music?

Making Music is the UK association for leisure-time music groups, representing over 4,000 members made up of around 220,000 musicians of all types, genres and abilities.

Making Music supports, connects, champions and celebrates groups of people making and presenting music in their communities. We offer our members practical services, artistic and networking opportunities, and speak on their behalf to policy makers and others. Our aim is for music groups to make the most of Making Music as their home and ally.

Our vision is that everyone has the opportunity to be part of a music group.

Our mission is to support, connect, champion and celebrate groups of people making and presenting music in their communities.

The 5 aims of our new 5-year plan from 2023 are:

1- Music groups make the most of MM as their home and ally	2- Music groups are more sustainable	3- Music groups are connected	4- Leisure-time music is recognised and valued	5- MM is sustainable
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Our values are:

- We **believe in** the value of leisure-time music groups
- We are facilitators: we **empower**
- We are **respectful** of everyone we connect with
- We **listen**, we care, we are always learning
- We are **transparent** and value the trust we earn
- We share and **collaborate** generously
- We **do what we say** we're going to do

2: What are the details of this job?

Office: 8 Holyrood Street, London, SE1 2EL
 Salary: £25,642.50 annual full-time equivalent (London Living Wage), £15,385.50 per year actual (3 days/22.5 hours a week)
 Line manager: Marek Litwin, Finance Manager
 Hours: Three days or 22.5 hours a week, can be worked flexibly by agreement with line manager. Occasionally you might need to work additional hours, for which time off in lieu will be given. Flexible/hybrid office/home working is possible but there is an expectation that at least 2 days or 2 part-days a week will be in the office.

3: What does this job do?

The Finance & Office Administrator will be an integral part of the team, supporting the Finance Manager by carrying out administrative aspects related to finance, supporting the Membership & Services Manager with administrative tasks, and looking after our office environment.

In this job, you will...

- Carry out administrative tasks in relation to our Orchestra Tax Relief service, working with the Finance Manager
- Carry out other finance duties as delegated by the Finance Manager and Membership & Services Manager (e.g. invoicing for services)
- Support the Membership & Services Manager with tasks related to membership administration, e.g. data maintenance, processing of new members
- Look after our office including ordering/maintaining supplies, processing post, organising rubbish disposal, taking meeting room(s) bookings, scheduling fire test etc.

4: More detail on the job responsibilities

Note: we expect applicants to have some experience on commonly used office software like Word and Excel, but for all specific administrative and finance tasks full training will be provided and no previous experience is necessary, just an aptitude for numbers and a willingness to learn.

Another note: over the year, we believe the responsibilities of the job will be about one third finance administration, one third membership administration, one third office coordination, but this will vary from week to week, depending on deadlines and priorities at the time.

Finance administration

- Manage the administrative aspects of our Orchestra Tax Relief service, working to the Finance Manager; including contacting members to carry out identity verifications
- Undertake other finance administration tasks such as invoicing for services, paying cheques in at the bank, etc., working to the Finance Manager and the Membership & Services Manager
- Assist with expense reports, basic bookkeeping tasks and any other duties relating to finance administration as needed from time to time
- Ensure financial documents are accurately filed and stored in online directories

Membership administration

- Carry out data input and maintenance on our Customer Relations Management system
- Add and process new members
- Post joining packs and welcome packs to potential and new members
- Undertake any other duties relating to membership administration from time to time

Office coordination

- Order and maintain supplies, including refreshments, cleaning materials, stationery, equipment
- Process incoming and outgoing post
- Ensure rubbish is disposed of appropriately and in line with Making Music's recycling aims
- Take and look after meeting room bookings (internal/external)
- Schedule maintenance as necessary under health and safety (e.g. fire extinguishers etc.)
- Coordinate team celebrations such as birthdays or help organise the staff away days
- Carry out the administrative tasks related to staff recruitment as and when that happens
- Undertake any other duties to keep our office a comfortable and productive space to work in

5: What kind of person are we looking for?

We would like to find someone practical, organised, with great attention to detail, an ability to work with numbers, and good at dealing with our members.

Skills and experience

- Excellent attention to detail
- Able to organise and manage their time, and prioritise
- Able to work independently but also as part of a team
- Good at communicating on the telephone and via email with customers
- Experience of using relevant software, e.g. Word, Excel
- Basic maths and an aptitude for working with numbers