



# HALLÉ

## CONCERTS SOCIETY

### FINANCE ASSISTANT

(FULL-TIME PERMANENT)

Part-time will be considered

Recruitment information pack

Hallé Concerts Society  
The Bridgewater Hall  
MANCHESTER  
M1 5HA  
[www.halle.co.uk](http://www.halle.co.uk)

# CONTACT DETAILS FOR THIS APPLICATION

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## 1. BACKGROUND

**‘the most articulate, consistently beautiful playing of any full-time orchestra in recent years.’**

*The Spectator, 2023*

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra’s vision today, yet the Hallé is much more than just a world-beating symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since 1858, Sir Charles Hallé’s ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season is Sir Mark’s final one as Music Director: he will be stepping aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark takes the role of Conductor Emeritus and passes the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

Sir Mark Elder bookends the 2023-2024 Manchester season with two very special Mahler symphonies (Nos. 9 and 5). Overflowing with extraordinary music, stellar artists and exciting new collaborations, the season includes orchestral, operatic and choral showpieces such as Elgar’s *Enigma Variations*, Verdi’s *Simon Boccanegra* and Ravel’s *Daphnis and Chloe*. Thomas Adès, one of the most celebrated living composers and conductors, joins the Hallé for the first of two seasons as Artist-in-Residence.

At the heart of the Hallé are its players, led by their dynamic Leader, Roberto Ruisi. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.

Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracted capacity audiences.



One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award.

## 1.1 THE ORCHESTRA

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

Further information about the Orchestra and its performances is available at [www.halle.co.uk](http://www.halle.co.uk)

## 1.2 DIVERSITY, INCLUSIVITY AND RELEVANCE

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role. The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.



## 2. THE ROLE

### 2.1 JOB OVERVIEW

The Finance Assistant will work in a department currently comprising Finance Director, Finance Manager, Assistant Finance Manager and Finance Assistant. The department is responsible for all aspects of the financial affairs of the Society and its related trusts. The Finance Assistant is responsible to the Assistant Finance Manager.

The Finance Assistant supports all aspects of the Hallé's work at the Bridgewater Hall, the Hallé Venues and concert halls across the UK.

The Finance Assistant takes responsibility for processing the day-to-day transactions of the company across purchase ledger, sales ledger and the cash book, and ensures the smooth operation of the office.

### MAIN DUTIES AND RESPONSIBILITIES

#### **Purchase Ledger**

Take responsibility for all aspects of purchase ledger including:

- Coding and matching of purchase orders and posting invoices to purchase ledger
- Payment of suppliers and freelance players by BACS and cheque
- Maintenance of supplier ledger accounts
- Dealing with enquiries
- Month end procedures including preparation of accruals for month end accounts
- Reconciling supplier statements

#### **Sales Ledger**

- Prepare and code all invoices from requisitions and contracts
- Post invoices to ledger
- Credit control

#### **Cash Book**

- Take responsibility for day to day banking for all accounts
- Maintain and reconcile electronic bank account records

#### **Petty Cash**

- Responsibility for petty cash float and input into Sage accounting system

### **Office Administration**

- Open and distribute all incoming mail
- Order and maintain stationery stocks and office sundries
- Provide support for phone system, photocopier and other office equipment

### **General**

- Processing of Direct Debits and retrieval of reports through BACS system
- Compiling quarterly/annual returns for HMRC as required
- Entry of financial information into concerts planning database
- Assist with preparation of accounts for related trusts
- Other ad hoc duties as reasonably requested

## 2.2 PERSON SPECIFICATION

### **Essential**

#### **Skills and abilities**

- Experience of computerised purchase and sales ledger processing
- Ability to meet deadlines and work under pressure
- Skilled in use of Microsoft Office suite of programmes, in particular Excel and Word
- Excellent interpersonal skills
- Ability to deal with confidential information discreetly

#### **Qualities**

- Willingness to work as part of a team

#### **Desirable**

- AAT qualified or working towards the qualification
- Experience with industry standard accounting software



### 3. CONDITIONS AND BENEFITS OF THE POST

#### SALARY

The salary for this post will be £22,050 per annum.

#### HOLIDAYS

25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

#### PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

#### OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

#### HOURS

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday, There is the option to work up to 50% of hours from home (for further details, please request a copy of our flexible and hybrid working policies). Consideration will be given to applicants wanting to work part-time at an appropriate level to meet the requirements of the role.

#### PROBATIONAL PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is one month on either side.





### 3. CONDITIONS AND BENEFITS OF THE POST

#### REFERENCES

The appointment is subject to the receipt of satisfactory references.

#### RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

### 4. THE SELECTION PROCESS

#### APPLICATION FORMS AND INTERVIEWS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by **Wednesday 8th May 2024**.

Interviews will be held **on Wednesday 15th May 2024**.

#### FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

### 5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, [www.halle.co.uk](http://www.halle.co.uk)

Complete and submit them via email: [linzi.watts@halle.co.uk](mailto:linzi.watts@halle.co.uk)



## 6. ADVERTISEMENT COPY

### HALLÉ CONCERTS SOCIETY

#### Finance Assistant (Full-time permanent - part time will be considered)

£22,050 per annum

We are recruiting for an enthusiastic and proactive individual to join our Finance Team in the role of Finance Assistant.

The Finance Assistant works in a department currently comprising Finance Director, Finance Manager, Assistant Finance Manager and Finance Assistant.

The department is responsible for all aspects of the financial affairs of the Society and its related trusts. The Finance Assistant is responsible to the Assistant Finance Manager.

The Finance Assistant supports all aspects of the Hallé's work at the Bridgewater Hall, the Hallé Venues and concert halls across the UK.

They take responsibility for processing the day-to-day transactions of the company across purchase ledger, sales ledger and the cash book, and ensure the smooth operation of the office.

They will also need to work collaboratively with colleagues across the wider Hallé as well as with external customers and suppliers.

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday. There is an option to work up to 50% of hours from home.

*Consideration will be given to applicants wanting to work part-time at an appropriate level to meet the requirements of the role.*

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

The closing date for applications is **Wednesday 8th May 2024**

Interviews will be held on **Wednesday 15th May 2024**.

# APPENDIX A

## HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

### CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

#### **HEAD OF ARTISTIC PLANNING** <sup>(P/T)</sup>

- Senior Artistic Planning Manager
  - Artistic Planning Manager (Residencies) <sup>(P/T)</sup>
  - Artistic Planning Manager (Pops) <sup>(P/T)</sup>

#### **FINANCE DIRECTOR**

- Finance Manager
- Assistant Finance Manager
  - Finance Assistant

#### **HEAD OF HALLÉ CONNECT**

- Education and Outreach Manager
  - Community Outreach Administrator
  - Children's Choir and Education Administrator
  - Connect Administrator
- Ensembles Manager <sup>(P/T)</sup>
- Hallé Choir Manager <sup>(P/T)</sup>
- Youth Ensembles Administrator

#### **DIRECTOR OF COMMUNICATIONS AND DIGITAL**

- Head of Brand & Design <sup>(P/T)</sup>
  - Social Media Manager
  - Digital Content Producer
- Marketing Manager <sup>(P/T)</sup>
- Media and Marketing Officer
- Publications Manager <sup>(P/T)</sup>

#### **HEAD OF CONCERTS**

- Concerts Co-ordinator
  - Concerts Administrator/PA to Music Director
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
  - Assistant Orchestra Manager
  - Senior Stage and Transport Manager
  - Stage Manager

#### **HALLÉ VENUES DIRECTOR**

- Hallé Venues Operations Manager
  - Hallé Venues Operations Officer
  - Hallé Venues Operations Officer
  - Hallé Venues Housekeeper <sup>(P/T)</sup>

#### **DIRECTOR OF DEVELOPMENT**

- Deputy Director of Development
  - HLF Project Manager <sup>(P/T) (F/T)</sup>
  - HLF Archivist <sup>(P/T) (F/T)</sup>
  - Hallé St Peter's Community Producer <sup>(P/T) (F/T)</sup>
- Corporate Partnerships and Major Trusts Manager <sup>(P/T)</sup>
- Development Co-ordinator
- Development Assistant

(P/T) Part time • (F/T) Fixed term • (M/L) Maternity Leave