



**Job Description for the position of Finance Apprentice**  
**Application closing date: 9am on Friday 22<sup>nd</sup> June 2018**

<b>Job Information</b>	
<b>Job Title</b>	Finance Apprentice
<b>Department</b>	Finance
<b>Location</b>	Sage Gateshead
<b>Working Hours</b>	36 hours per week
<b>Salary</b>	£6,900 pro rata per annum/£3.70 per hour

<b>Position in Organisation</b>	
<b>Reports to</b>	Financial Controller
<b>Responsible for</b>	None
<b>Works in conjunction with</b>	Finance team
<b>Budget responsibility</b>	None

<b>Introduction to Sage Gateshead</b>
<p>Founded in 2004, Sage Gateshead has an international reputation as a new centre for music combining performance, education and participation working across a wide range of musical genres and reaching a broad audience. It is also one of the region's leading conference centres. Founded with a mixed business model, the charity's turnover of £15 million combines, box office, commercial, fundraised income with public subsidy.</p> <p>Sage Gateshead runs:</p> <ul style="list-style-type: none"> <li>• A Performance Programme of events and festivals across musical genres (folk, classical, rock, indie, jazz, electronic) for 360 days of the year (1700 seater and 600 seater venues)</li> <li>• Royal Northern Sinfonia, the UK's only full time contract chamber orchestra</li> <li>• One of the largest Creative Learning Programmes in the UK</li> <li>• One of the biggest Conference and Events businesses in the North</li> <li>• A folk development agency, Folkworks</li> <li>• An iconic visitor attraction, designed by Foster + Partners on the banks of the Tyne with a large public space, three auditoriums and 25 learning spaces.</li> </ul> <p>In 2014 Sage Gateshead completed its first decade. During this period the charity had:</p> <ul style="list-style-type: none"> <li>- 6 million visitors</li> <li>- 1.5 million participants</li> <li>- 1000 conferences</li> <li>- 4000 concerts</li> <li>- £283 million of economic benefit to the region.</li> </ul> <p>In 2016/17 Sage Gateshead delivered:</p> <ul style="list-style-type: none"> <li>• 451 performance events</li> <li>• 10,609 classes and workshops</li> <li>• 112 conferences and events</li> <li>• 39 premieres and commissions</li> <li>• 11 broadcasts.</li> </ul>

## **About the role**

A superb opportunity has arisen for apprentice candidates that want to learn to become an Accounts Assistant for the first time. We will offer a wide range of experience and learning opportunities in order to build your skills, confidence and knowledge which gives you a higher chance of employability. You will be willing to work towards the Association of Accounting Technicians (AAT) qualification.

## **Main Responsibilities**

### **1. Raising sales invoices, credit notes and customer statements. Assisting with maintenance of debt log.**

- To ensure timely, complete and accurate sales invoicing.
- To ensure that invoices contain all relevant references (e.g. customer order numbers or other approval information) to facilitate approval and prompt payment by the customer.
- To ensure that appropriate taxes are applied to all invoice line items.
- To ensure that invoices are delivered quickly and cost-effectively to the customer for payment and that proactive steps are taken to ensure that the invoice has been received.
- To review and chase any overdue debts on a regular basis via telephone, email and letter.
- To prepare an accurate aged debt log on a monthly basis for review with the Finance Assistant.

### **2. Assisting purchase ledger with RNS imports, invoice tracker and creation of new suppliers**

- Import payments on to Finance system from Classical department using the importer as and when required.
- Entering invoices on to the invoice tracker to ensure invoices can be tracked to departments.
- Assisting with checking new supplier information before it is entered on to the Finance system.

### **3. Processing bank transactions and assisting with bank reconciliations**

- Upload the bank statements monthly using the banking online facilities.
- Post all sales ledger receipts on a daily basis.
- Assist with bank reconciliation at month end.
- Keep an audit trail of bank statements.

### **4. Preparing monthly accruals and prepayments**

- Maintain a file of invoices to be prepaid.
- Using the file to prepare a monthly journal to prepay relevant invoices.
- Prepare and post standard accruals on a monthly basis.

### **5. Maintaining Fixed Asset file**

- Photocopy fixed asset invoices and maintain a file. Assist with reconciliation of Fixed Assets on a monthly basis.

### **6. Filing and invoice scanning**

- Ensure filing is maintained on a weekly basis.
- Scan purchase ledger invoices on to the Finance drive.

### **7. Any Other Duties**

- To assist with ad-hoc projects as directed by Financial Controller.

<b>Knowledge, experience and skills required to do job</b>		
<b>Area</b>	<b>Essential (required)</b>	<b>Desirable (optional)</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Maths &amp; English at Grade C or equivalent</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Finance/accounting experience</li> </ul>
<b>Skills or knowledge</b>	<ul style="list-style-type: none"> <li>• Good IT skills including Excel and Word</li> <li>• Accuracy and attention to detail</li> </ul>	

<b>Terms and Conditions</b>
<p>We believe Sage Gateshead is a great place to work - an innovative and friendly environment, where no two days are ever the same.</p> <p>The holiday entitlement for this post is 33 days pa pro rata (including statutory holidays).</p> <p><b>The salary for this post is £6,900 pro rata per annum/£3.70 per hour.</b></p> <p>We also offer subsidised parking for staff members, as well as a discount in our café, and access to a voluntary health cash plan, bike to work scheme, childcare vouchers, travel ticket scheme and auto-enrol pension.</p>

<b>How to Apply</b>
<p>Applications must be made on a North Music Trust online application form.</p> <p>We regret that CV's cannot be accepted. If you have any queries about your application please contact 0191 443 4624.</p> <p><b>Completed applications should be returned no later than 9am on Friday 22<sup>nd</sup> June 2018.</b></p> <p><b>Please note if you have not been contacted by Monday 2<sup>nd</sup> July 2018, then your application has been unsuccessful.</b></p>