

Finance Officer- LSO Live & LSO Productions

12 Month Fixed Term Contract (Full Time or Part-time 4 days per week)
Recruitment Information – July 2021

Reporting to: Head of Finance

The London Symphony Orchestra

The LSO was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO’s reputation for uncompromising quality, and inspirational repertoires. Today, the LSO is ranked among the world’s top orchestras, with a family of artists that includes Music Director Sir Simon Rattle, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, and Conductor Laureate Michael Tilson Thomas.

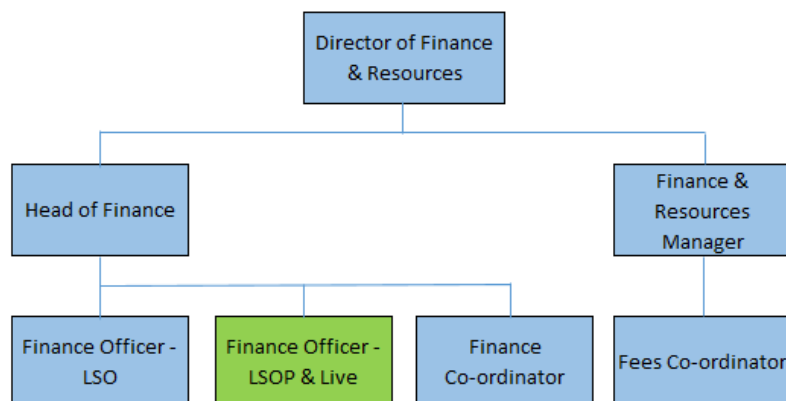
The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – including with the Aix-en-Provence Festival and Music Academy of the West in Santa Barbara – and through digital partnerships and an extensive programme of live-streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke’s, the Orchestra’s community and music education centre and a leading performance venue on Old Street, LSO Discovery’s reach extends across East London, the UK and the world through both in-person and digital activity.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra. As a leading orchestra for film, the LSO has entertained millions with classic scores for *Star Wars*, *Indiana Jones*, *The Shape of Water*, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

LSO Finance Department

The Finance Team comprises seven staff, as shown in the organisation chart below.



The team is responsible for all aspects of the finances of the main charity, two trading subsidiaries, an endowment trust and another related charity. Total income across the group is approximately £20m. The team has a large and varied workload, and there is a high level of interaction with colleagues in other departments.

Role Objective

To be responsible for all financial accounting of the LSO's subsidiaries, LSO Live Ltd and LSO Productions Ltd (LSOP) and also to work as part of the wider Finance team by maintaining accurate and up-to-date financial records. Day-to-day bookkeeping work (purchase and sales ledgers) is carried out by the Finance Coordinator.

This role offers responsibility and ownership over specific areas of the LSO's finances, together with the opportunity to develop skills and experience. The successful candidate will possess solid general ledger and accounting experience and will have advanced Excel skills. The role is an ideal opportunity for an individual seeking to progress their career within the Finance department of an interesting and successful organisation.

Main Responsibilities

Nominal Ledger Accounting

- Complete balance sheet reconciliations in a timely manner.
- Liaise with LSO Ltd's Finance Officer to ensure that intercompany balances at the month end for LSO Live and LSOP mirror each other and those of LSO Ltd.
- Manage cyclical quarterly and year-end stock counts and stock reconciliations of units held by LSO Live and also with consignee distributors.
- Prepare quarterly and year-end amortisation of deferred expenditure for LSO Live.
- Produce quarterly and year-end LSO Live master sheet for royalty calculations, amortisation of deferred expenditure, inventory valuation and stock write down reports.

Reporting

- Carry out monthly budget holder meetings with LSO Live and LSOP.
- Prepare accurate and timely monthly finance reports for LSO Live and LSOP.
- Prepare accurate and timely monthly management accounts for LSO Live and LSOP.
- Prepare and submit the VAT Return for LSO Live Ltd.
- Prepare and submit the VAT MOSS return for LSO Live Ltd.
- Assist the Head of Finance to produce the year-end statutory accounts for LSO Live and LSOP.
- Assist the Head of Finance to produce all other year-end schedules for LSO Live and LSOP.
- Assist with the production of accurate and timely information for the annual/interim audits.
- Assist the Head of Finance with the annual budgeting process.
- Assist the Head of Finance with monthly forecasts for LSO Live and LSOP.

Purchase Ledger/Cash and Banking

- Liaise with the Finance Coordinator every week to review the purchase ledgers of LSO Live and LSOP.
- Check weekly payment runs for LSO Live and LSOP, checking all vat treatment.
- Upload authorised purchase invoices for LSO Live and LSOP onto the electronic banking system.
- Provide cover for cash and banking postings and reconciliations in the absence of the Finance Coordinator.

Sales Ledger

- Respond to queries from staff who generate sales invoices.
- Provide cover for the Finance Coordinator when absent, by liaising with LSO Live to post sales integration transactions from the Microsoft Access Database to the accounting system.

- Review the LSO Live and LSOP aged debtors reports, working closely with the Finance Coordinator to liaise with appropriate personnel to ensure that debts are recovered.

General

- Carry out any other accounting work as necessary for the LSO Group.
- Act as a key point of contact between the Finance team and LSO Live, Discovery and St Luke's Departments.
- Any other duties that may be reasonably be requested.

Experience and Skills Required

Essential

- Proven relevant and solid experience in a similar role.
- Ability to work to a high degree of accuracy and detail in a calm, professional manner.
- Excellent work ethic; self-motivated; organised; and able to meet deadlines and manage a busy workload.
- Computer literate and numerate. Working knowledge of the Microsoft Suite at an advanced level, including Excel (pivot tables and IF statements) and highly proficient with computerised accounting systems.
- Previous experience of working in the charitable finance sector.

Desirable

- Experience of the Access Dimensions accounting system.
- Previous experience of working in the arts sector is not required, although an understanding of how performing arts organisations operate would be helpful.
- Part-qualified accounting certification or qualified by experience.

Terms and Conditions

- Salary: £25,000-£28,000 per annum, according to experience
- Normal working hours: 9.30-18:00, Monday-Friday, with additional hours as required (overtime is not paid, but a time in lieu policy is in place)
- Notice Period: two months
- 25 days annual leave plus bank holidays
- Interest-free loan for a season travel ticket
- Subsidised catering facilities provided by the Barbican Centre
- Membership of company pension scheme as follows:
 - In line with auto-enrolment regulations during first year of service
 - 5% employer contributions and 2% employee contributions after 1 year's employment
- Cycle to work scheme

The LSO's offices are based at the Barbican Centre, London.

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.

How to Apply

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at [Iso.co.uk/orchestra/jobs](https://iso.co.uk/orchestra/jobs). If you have any questions about this role, please contact Sandra.Tetsola@iso.co.uk.

The closing date for applications is **Monday 20 September 2021 at 10am**.

Interviews will be held on Wednesday 22 September & Wednesday 23 September 2021 and will take place online (Zoom or Teams).