

 **e** Orchestra of the  
Age of Enlightenment



**Accounts Officer**

# Welcome to the OAE



Thank you for your interest in applying for the role of Accounts Officer with the Orchestra of the Age of Enlightenment. This recruitment pack should contain all the information you need to put together a successful application, but if you need any further information or to receive this pack in an alternative format, please email [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk) or call 02081599184.

We are always striving to make the OAE an exciting and inspiring place to work and this couldn't be better represented by our relocation to Acland Burghley School in north London, of which more later.

If you want to explore more of what the OAE does, we would suggest delving into some of our videos on our [YouTube channel](#), especially our popular video [Introducing the Baroque Theorbo](#). We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#) and [library](#). Finally, if you would like to find out more about the Orchestra, how we began, what it means to be 'a period instrument orchestra' and how we are run by our players, have a look at this [blog post](#) on our website.

We look forward to receiving your application.

**Crispin Woodhead, OAE Chief Executive**



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# About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. It is governed by its players and works with its Principal Artists who include Sir Simon Rattle and Sir Mark Elder as well as soloists such as Nicola Benedetti, Roderick Williams and Gerald Finley. The Orchestra aims to bring the very best of the period music tradition to today's audiences in performances characterised by artistry, integrity and adventure.

The OAE is Resident Orchestra at Southbank Centre and Associate Orchestra at Glyndebourne Festival Opera. The orchestra tours globally and, through a wide range of education projects, engages with thousands of people across many parts of Britain.

In 2020, we became the very first orchestra in the UK to take up residence in a school. We are immensely proud of our embedded education partnership with Acland Burghley School, and that we can share the next chapter of the OAE story with the wider Camden community.

In October 2020, we launched our digital subscription platform, [OAE Player](#), which features over fifty new music performance videos, created specifically for an online audience and filmed in-house by the OAE's digital team.



# Role overview

**Responsible to:** Finance Manager

The main purposes of the role are to:

- Process and record all invoices, payment and receipts, maintain accurate bookkeeping records and provide support for all departments' budgeting and reporting needs; and,
- Assist the Director of Finance and Governance and the Finance Manager in the administration of the OAE's Finance department.



# Key responsibilities

## Sales and purchase ledgers:

- Process all sales and purchase invoices, receipts of grants and donations, box office and venue hire settlements, staff expense claims and other day-to-day transactions
- Check authorisations and nominal codes for all transactions and liaise with other departments to resolve queries
- Issue sales invoices for day-to-day transactions
- Produce self-billing invoices for musicians
- Record payments and receipts against invoices
- Manage hard copy filing systems for all transactions
- Monitor and review aged creditors and debtors and liaise with stakeholders and staff as necessary to maintain good customer and supplier relationships
- Be the first point of contact for queries from customers and suppliers

## Banking and payment systems:

- Prepare payments for musicians and all other suppliers by the required due dates
- Confirm and maintain records of suppliers' bank accounts and tax details
- Manage international and foreign currency payments as required
- Process 'cardholder not present' credit card transactions
- Manage online payment systems
- Prepare monthly Direct Debit payment collections with the assistance of the Development team
- Bank cheques on a timely basis
- Managing foreign currency cash requirements for musicians' per diems



# Key responsibilities

## **OAE Trust:**

- Prepare accounting records
- Reconcile bank account on a regular basis
- Assist in preparing reports and papers for OAE Trust Board meetings

## **Other finance administration:**

- Ensure financial controls and procedures are followed
- Produce accurate data for management accounts in custom Excel formats
- Assist in preparing information for statutory returns including VAT returns, Gift Aid claims, Foreign Entertainers returns and annual information returns for payments to entertainers
- Assist with the production of information for the annual audit and resolve audit queries
- Support the Finance Manager in resolving financial queries from other departments

## **Other duties:**

- Share in answering general office phone calls and directing enquiries to the relevant person
- Provide occasional help at OAE concerts, education and development events
- Undertake any other duties as may reasonably be required



# Person specification

## Essential:

- Strong numeracy skills and an ability to relate financial information to non-finance colleagues
- High level of computer literacy including a detailed knowledge of Microsoft Excel (or similar)
- Highly organised with an ability to manage priorities and work effectively to deadlines
- Ability to take the initiative as well as working effectively as part of a small team
- Meticulous attention to detail

## Desirable:

- Experience of using computer software to keep accounting records and ideally of using SAGE 50cloud Accounts
- Degree educated and/or relevant accounting qualification (can be part-qualified)
- Interest in classical music
- Experience of databases and knowledge of data protection issues
- Basic understanding of VAT
- Basic knowledge of factors specific to charity accounting



# Acland Burghley School

In summer 2020 the OAE moved into Acland Burghley School in Camden, North London. The residency – a first for a British orchestra – allows us to live, work and play amongst the students of the school.

Three offices have been adapted for our administration team, alongside a recording studio/library. The Grade II listed school assembly hall is used as a rehearsal space, so for the first time, we are all in the same place: players, staff and library!

The school is not just the OAE's landlord or physical home. Instead, it offers the opportunity to build on twenty years of work in the borough through OAE's long-standing partnership with Camden Music. Having already worked in eighteen of the local primary schools that feed into ABS, the plans moving forward are to support music and arts across the school into the wider community. This new move underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move has been made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Their support has facilitated the move to the school and is underwriting the first three years of education work.



# How to apply

Please apply by completing the application form and sending it along with your cover letter to Edward Shaw, General Manager, at [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk).

## **Deadline**

12:00 on Tuesday 19<sup>th</sup> April. Applications received after the deadline may not be considered.

## **Equality & Diversity Monitoring**

We request that all applicants complete our online [Equality and Diversity monitoring form](#).

## **Interviews**

Short-listed candidates will be invited to interview the week commencing Monday 25<sup>th</sup> April 2022 to be held at the OAE's Office in Tufnell Park, London.



# Information

## Safeguarding

If we make you an offer of employment following a formal interview, employment with the OAE will be conditional on completing a self-disclosure form and passing an enhanced DBS check. If you have been resident overseas for three months or more in the past five years, we will also apply for a criminal record check in that country. Candidates will also be required to provide the details of at least two referees when applying. As the OAE is based in a school, we expect all candidates to familiarise themselves with the fundamental concepts of safeguarding. For more information, please visit the [NSPCC website](#).

## Equality

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within the OAE, we would particularly welcome applications from BAME and disabled applicants. All appointments are made on merit.

## Eligibility to work

All applicants should be eligible to work in the UK. If you are invited for interview you will be required to bring your passport and any relevant visas or permits to prove your eligibility to work in the UK.

Candidates must be over 18 years of age.



# Terms of employment

**Salary:** £27,000 gross per annum full time equivalent (£21,600 pro rata)

**Tenure:** Permanent

**Contract:** 4 days per week

**Holidays:** 20 days per year increasing 1 day per year of service to a maximum of 25 days (all pro rata) plus all statutory holidays

**Pension:** The OAE operates a workplace pension scheme

**Office hours:** 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH.

**Flexible working:** The OAE operates a flexible working policy. This role will suit a hybrid of office based working and home working. You may be required to work outside of office hours and in other locations from time to time as required. The OAE operates a Time Off in Lieu Policy.