



“one of Britain’s *very best choirs*” (New York Times)

Choir | Consort | Orchestra | Education
Jeffrey Skidmore OBE Artistic Director & Conductor

Finance & Administration Coordinator (fixed term cover)

Ex Cathedra is a leading UK choir and Early Music ensemble, and much more. Our mission is to share our knowledge and love of singing with as many people as possible in Birmingham, across the UK and internationally - giving our audiences and participants outstanding vocal, cultural and emotional experiences.

We perform a programme of world-class choral concerts, explore and expand the choral repertoire, and nurture young singers aged 3-25. We deliver an extensive programme of projects in schools across the UK and internationally, and an expanding programme of arts and wellbeing activities work - e.g. our *Singing Medicine* project works bedside on every ward at Birmingham Children’s Hospital every week.

The Finance & Administration Coordinator will work closely with the Head of Finance on all aspects of financial administration and management at the heart of the organisation, joining a small, industrious and supportive team. This varied role includes day-to-day administration of the purchase and sales ledgers, bookkeeping, and banking updates and reconciliations. The role will also include some general office, concerts and fundraising administration.

Salary: £18,500 - £20,500 pro rata, depending on experience
Hours: 2 days a week (15 hours) from 14 Sep - 11 Dec 2020 to cover Shared Parental Leave

How to apply

Please complete our [Application Form](#) and return it, together with your CV:

by email, to: roxanne@excathedra.co.uk

or by post, to:

Roxanne Johnson, Head of Finance, Ex Cathedra, CBSO Centre, Berkley Street, Birmingham B1 2LF

Application deadline: 10am, Monday 24th August 2020

Interviews: TBC

Applicants will be contacted as soon as possible after the closing date and shortlisted candidates invited to interview. We may ask shortlisted candidates to prepare a short task to prepare for interview.

Ex Cathedra is committed to equality of opportunity in its employment practices, and values diversity. To help us monitor our ability to reach a range of applicants, we encourage applicants to complete our [Equality and Diversity Monitoring Form](#). This is anonymous and not used as part of the selection process.

If you have any queries relating to the role or the application process, please email Roxanne to arrange a confidential conversation.

About Ex Cathedra

Ex Cathedra is a leading UK choir and Early Music ensemble with a repertoire that reaches from the 10th to the 21st centuries. Founded in 1969 by Jeffrey Skidmore, the group has grown into a unique musical resource, comprising specialist chamber choir, vocal Consort, period-instrument orchestra and a thriving education programme, aiming to explore, research and commission the finest choral music and to set the highest standards in performance and training.



We present a series of concerts in Birmingham - where we are an Associate Artist at Town Hall & Symphony Hall - across the Midlands, and in London. We enjoy invitations to appear at festivals and concert series across the UK and as far afield as New York and Tel Aviv. We have made a significant number of highly regarded recordings for ASV, Hyperion, NMC, Orchid Classics, SOMM, Signum, and on our own label.

“a phenomenal feat of musicianship” (New Yorker)

As well as bringing new insights to choral masterpieces, we are committed to expanding the choral repertoire by rediscovering little-known historical gems and by commissioning and championing great new music.

Nurturing talent is at the heart of our work. Our Academy of Vocal Music provides a choral training pathway for children and young people aged 3-18. Our choral Scholarships programme provides a year-long scheme for recent graduates as they establish their singing career, our Student Scholarships supports singers at the Royal Birmingham Conservatoire, and our Associate Conductor scheme enables emerging conductors to work intensively with the group.

Our learning and participation programme demonstrates our passion for singing being at the heart of schools, and in pursuit of wellbeing. Our team was awarded Outstanding Contribution to the field of Arts in Health by the Royal Society for Public Health (2011).



Singing Medicine brings wellbeing through singing-play to children on every ward, every week, at Birmingham Children’s Hospital, *Singing Bonds* works with new families and babies at Birmingham Women’s Hospital, and *Singing Pathways* with adults who have had a stroke or are affected by dementia.

Singing Playgrounds trains children as leaders and has been set up in over 1000 primary schools across the UK. *Singing Connections* trains primary school teachers to implement singing-play in support of learning in numeracy and literacy and development of classroom community. *SingMaker* events bring together large groups of children to sing dynamic repertoire written by the team, with complementary songbooks and recordings and teacher training. Our team travels annually to work with schools in Asia, and has also enjoyed working in schools in Uganda, Belgium, and New Zealand, Singapore.

Role description

FINANCE

- Double entry bookkeeping using Exchequer software (training and support will be provided)
- Responsibility for the sales ledger including raising sales invoices and entering receipts
- Responsibility for the purchase ledger including entering purchase invoices and arranging payments for suppliers and musicians
- Setting up and monitoring Direct Debit, Paypal reconciliations
- Processing incoming cash and cheques, including reconciling incoming takings from box office to box office records
- Regular monitoring of the Aged Receivables Report and liaising with external suppliers as appropriate regarding any unpaid sales invoices
- Preparing monthly bank reconciliations
- Assisting the Head of Finance:
 - in the preparation of quarterly management accounts, in particular in the preparation of accruals and prepayments
 - to update and regularly monitor project and overhead budgets
 - to support funding applications and ensure staged payments are received
 - to code and record all transactions alongside project budgets
- Any other financial administration as appropriate

ADMINISTRATION

- Assistance with the running of the box office at own promotion concerts and events
- Administration of office systems, including in-coming and out-going post
- Office telephone reception duties (shared with other members of the teams)
- Maintenance of donor databases (primarily civiCRM)

RELATIONSHIPS

The Finance & Administration Coordinator will:

- work closely with the Head of Finance on all areas of finance, concerts, donor and office administration, helping to promote an understanding of Ex Cathedra's financial priorities across the teams;
- liaise with all members of the Ex Cathedra office teams regarding office administration and expense payments;
- maintain good relationships with suppliers and musicians

Person specification

We are looking for candidates who have:

Essential

- Strong computer skills including Excel, Word and ability to quickly learn new applications
- Excellent communication and interpersonal skills
- Meticulous attention to detail
- Excellent organisational skills and a detailed methodical approach to financial and general administration
- Ability to work under pressure, meet deadlines and manage multiple tasks
- Ability to work independently and as part of a small, close-knit team

Desirable

- Qualifications in double-entry bookkeeping or accounting, or qualified by experience
- Experience of working with accounting and payroll software
- Practical experience of working with project-based accounting
- Experience handling data and understanding of data protection principles
- An enthusiasm for the arts
- Experience of using Exchequer accounting software

Terms

This role is offered as a fixed-term, part-time position to cover shared parental leave. The role is based at Ex Cathedra's office within the CBSO Centre, central Birmingham, but you may be required to work from home until the building is sufficiently re-opened following the coronavirus pandemic.

You may be required to work at concerts throughout the year, outside of normal office hours. Ex Cathedra offer time off in lieu for any time worked outside of the normal working week.

Please note that December and January are exceptionally busy times of year for the organisation.

Ex Cathedra staff are entitled to 25 days holiday per year, plus bank holidays, pro rata.