



Applicant Pack

Bookkeeper



worldheartbeat.org

The Role



JOB OVERVIEW

We are looking for a skilled Bookkeeper on a temporary basis to support our finance team with maintaining our financial records, including purchases, sales, receipts, and payments.

It is an exciting time for the charity, following the opening of World Heart Beat Embassy Gardens, our second site for music teaching, which includes a new concert hall and studios. The operation of two sites has increased our activities and overheads, so our bookkeeper will have an important role to play.

JOB PURPOSE

Working closely with our team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments.

Our ideal candidate is part/qualified, and is familiar with accounting software packages, such as Xero, and the charity sector.





About Us

World Heart Beat is a registered music charity. Its programmes enrich the lives of children and young people, and its communities. We place social justice at our heart, providing equality of access through the removal of financial barriers to all, and giving a voice to those who are underrepresented.

World Heart Beat was established in 2009 by Sahana Gero MBE to meet the need for music tuition outside of school, and creative industry skills training, for some of London's most disadvantaged young people. The organisation now enters a new phase, opening a second site in Nine Elms, south west London. Our Embassy Gardens building, situated adjacent to the US Embassy, comprises a state-of-the-art concert hall (the first to open in London since 2008), industry standard recording studio, media broadcast room, teaching spaces and café/bar.

World Heart Beat Embassy Gardens is situated in the heart of a new neighbourhood, which forms part of the major Nine Elms regeneration. Our venue is immediately adjacent to housing estates which are amongst some of the poorest in the country, and where arts engagement is low, and fulfils a gap in provision (previously under-served for music venues (just two pubs and youth services). We are committed to providing access to quality, inspiring and joyful concerts, and events for the community, and to playing a crucial role in social cohesion.

Our broad global music programme is intended to appeal to a breadth of audiences, reflecting the vibrant diversity of London, attracting music lovers from across the capital and from our communities. Our concert programme features international musicians, as well as emerging artists at the start of their careers. Embassy Gardens will also enable us to do more for young people than ever before. Our outstanding facilities, including our studio, means we can record young musicians, giving them a foot up in their careers, as well as deliver our EMERGE training programme, which is designed to address the lack of representation of women, Black and disadvantaged young people, in the music industry.



Transforming Young Lives

"If it wasn't for playing music, I wouldn't be alive. I used to carry a knife, but music changed all that. Playing music is my protection now"

WHB student

We nurture the talents of the next generation in a warm and welcoming environment, which sees young people thrive. From an intake of 70 young people in 2010, we currently have c.350 students aged between 5 and 25 years at our academy in Southfields and at Embassy Gardens. Our new centre will enable us to reach more children and young people, and we hope to double our numbers over the next five years.

A snapshot of our track record to date:

- **We provide 9,000+ hours of music-making each year**
- **More than 50% of students receive free instruments and tuition**
- **60% of our students are 'Black, Asian or minority ethnic'**
- **We teach a global music programme, reflective of the diversity of our communities**



Students typically come to us regularly for more than seven years, and 40% come multiple times a week, which enables us to support their growth as musicians

We support young people to become independent young people in the world, nurturing them as individuals, growing their confidence and aspirations.

At a time when music education in the formal sector is being squeezed out of the curriculum and tuition is becoming increasingly unaffordable to many, our work is more valuable than ever.



WORLD HEART BEAT THEORY OF CHANGE INSIGHTS 2022

MUSIC LEADERS AGED 15-25



91% feel that WHB offers a supportive, encouraging & motivational environment



80% have learnt new music skills at WHB



74% feel more confident and have increased self-esteem

“The talent, community & challenges here motivate me to get better each day.”

YOUNG PEOPLE AGED 12-14



97% attend WHB at least once a week



80% have learnt new music skills at WHB



97% believe that if they work hard they will succeed



72% report an improvement in their school work

“I enjoy being in a creative environment & being around other musicians.”

CHILDREN AGED 11 AND UNDER



100% attend WHB at least once a week



80% said they feel more confident



96% feel supported by WHB teachers and staff



72% have improved communication skills

“I love Wednesdays when I see my friends & the teachers. It’s a magical time.”

Key Responsibilities



Your job description includes responsibility to:

- Record day to day financial transactions and complete the posting process using Xero Accounting Software and Excel spreadsheets
- Process accounts receivable/payable in a timely manner
- Create and present invoices on behalf of World Heart Beat and ensure payment is made
- Follow up on supplier debts (students/patrons/commercial)
- Manage the spend card account "Equals" and all cash transactions and expense claims including receipts and reimbursements
- Manage GIFT Aid on appropriate donations
- Assist with payroll and pension processes
- Reconcile financial records to help ensure accuracy of financial statements
- Develop monthly financial statements including cash flow, profit and loss and balance sheets
- Support the finance team liaising with Accountants as necessary
- Provide general administrative support



Person Specification

SKILLS AND EXPERIENCE

- Strong working knowledge of Xero or similar accounting software.
- Ideally part/qualified ACCA, ACA or qualified by experience with a minimum of 2- 3 years' experience within a charitable arts organisation
- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Proficient in Microsoft Office (Word, Outlook), with advanced Microsoft Excel skills
- Strong organisational, interpersonal, verbal, and written communication skills
- Detail-oriented and able to prioritise
- Ability to perform tasks to a high standard and in a timely manner
- Able to work independently and as part of a team
- Self-starter

PERSONAL ATTRIBUTES

- Warm, enthusiastic team player
- Personable and able to talk to a wide range of people
- Highly organised
- Enjoys music
- Loves what they do

Further Role Details

Role:	Bookkeeper
Reporting to:	James Gero, CEO
Company:	World Heart Beat Music Academy/CIC
Contract:	Freelance (Temporary contract for 3 - 6 months with the possibility of extending)
Remuneration:	£120 - £144 per day, dependent on experience
Hours:	Two days per week (8 hours per day)
Location:	WHB Embassy Gardens and WHB Kimber Road (South West London)

TERMS & CONDITIONS

EQUALITY, DIVERSITY & INCLUSION

World Heart Beat is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background.

HEALTH AND SAFETY

All employees will be required to have a DBS check and are required to understand and comply with World Heart Beat Music Academy's Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work. The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with World Heart Beat Music Academy's Child Protection Policy Statement at all times.

HOW TO APPLY

Please provide a copy of your current CV together with a covering letter explaining why you are interested in the position and how your skills and experience aligns with the person specification.

Please include the names of two referees, one of which must be your most recent employer. References won't be taken up without your consent.

Your letter, CV and EO monitoring form should be emailed to Hilary O'Connor, General Manager, at: hilary@worldheartbeat.org

Application Deadline: There is no specific deadline so please apply as soon as you can. We will also get in touch to let you know if we would like to invite you for an interview. Ideally you would start work immediately.

Interviews: Interviews will be undertaken when suitable applications are received. Should the right candidate be found, the application process may close early. We'd therefore recommend applying in good time.