

HALLÉ

ACCOUNTS ASSISTANT

(FULL-TIME, PERMANENT)

Recruitment information pack



ABOUT THE ROLE

We're looking for a capable and motivated finance professional to play a key role in our busy Finance team. You'll support the Finance Manager with management accounts and year-end statutory reporting, while also working closely with the Finance Assistant to ensure smooth day-to-day operations across payroll, ledgers, and reconciliations. This is a hands-on role with real variety, from processing and reporting to helping produce full statutory accounts. You'll also have the chance to make a difference by improving and streamlining our financial processes and contributing to the development of robust, efficient systems.

We're a small, friendly, and supportive team that's integral to an amazing organisation. For the right candidate, we can offer support with professional exam costs, along with the opportunity to grow your skills in a collaborative and positive working environment.

MAIN DUTIES AND RESPONSIBILITIES:

Management and Statutory Reporting

- Support the Finance Manager with the preparation of year-end statutory accounts and the external audit process.
- Enter Trial Balances into year-end accounts models and reconcile Income & Expenditure and Balance Sheet.
- Prepare draft statutory accounts for our small Subsidiary accounts.
- Preparation of Month-End Accruals.

Financial Systems & Processes

- Support the Finance Assistant across Sales Ledger, Purchase Ledger, and Cash Book functions to ensure timely month-end closures.
- Oversee control account and trial balance reconciliations to ensure data accuracy and integrity.
- Contribute to ongoing improvement of financial systems, ensuring robust financial controls are maintained.

Payroll & Pension Administration

- Process payroll for Orchestra staff and associated pension contributions.
- Process Pensioner's payroll and administrate defined benefit pension scheme.
- Liaise with employees and external agencies regarding payroll-related queries.
- Ensure timely submission of PAYE, NI payments and pension information.
- Complete all year-end payroll procedures, including statutory returns and pension reporting, along with the Annual pension uplift.
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Cash Management & Banking

- Oversee the processing of payments and receipts, including the collection of Direct Debits.
- Supervise the Finance Assistant in recording transactions accurately.
- Perform bank reconciliations for all group bank accounts in the Finance Assistant absence.

Reporting and Compliance

- Produce ad-hoc financial analysis and reports as requested by senior management.
- Support the Finance manager with the submission of quarterly VAT returns.
- Collating of information to assist the Finance Manager with the Orchestra Tax Relief Claim.

PERSON SPECIFICATION

This role would suit you if you have experience of:

- Qualified in AAT or Part-qualified finance professional (ACA, ACCA, CIMA, or equivalent).
- Experience in payroll is essential.
- Proficient in accounting systems, including purchase and sales ledger processing.
- Skilled in preparing reconciliations, monthly reports, and management accounts (to review stage).
- Strong IT proficiency, particularly in Microsoft Office (Excel, Word, Outlook).
- Ability to interrogate and manipulate financial data effectively.
- Solid understanding of financial controls and systems with a track record of process improvement.
- Excellent interpersonal skills and ability to work collaboratively across teams.
- Strong organisational skills with the ability to manage workload and meet deadlines.
- High level of discretion in handling sensitive and confidential information.
- Experience in charity or not-for-profit finance would be beneficial but not essential.
- Familiarity with accounting and reporting requirements for trusts and foundations would be advantageous.

CONDITIONS AND BENEFITS OF THE POST

CONTRACT

This role is permanent, full time (36.25 hours per week).

SALARY

£33,000 per annum.

HOLIDAYS

25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75%.

OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS & WORKING LOCATION

This role is full-time, permanent based on a 36.25 hour week. Our standard office hours are 09.00-17:15, from Monday to Friday. This role is office based with options to work flexibly/remotely at the discretion of your Line Manger.

PROBATIONARY PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is one months on either side.

PRE-EMPLOYMENT CHECKS

The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

HOW TO APPLY

For more information about the role and how to apply please contact craig.almond@rgconsultancy.org.uk

ABOUT THE HALLÉ

The most articulate, consistently beautiful playing of any full-time orchestra in recent years.

The Spectator

Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate.

The Times

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-leading symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since Hallé's death in 1895, his ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and most recently Sir Mark Elder, who stepped down as Music Director at the end of last season after almost a quarter of a century at the helm. Now, as Sir Mark assumes the mantle of Conductor Emeritus, the baton passes to Kahchun Wong to open a new chapter in the Hallé's history as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.



Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.

EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.



But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We actively welcome applications from people of all ages and backgrounds, particularly from Black, Asian, and Minority Ethnic communities, Disabled people and young people.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work.

HALLÉ CONCERTS SOCIETY

ORGANISATIONAL CHART

CHIEF EXECUTIVE

Executive Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

ARTISTIC PLANNING DIRECTOR (P/T)

- Artistic Planning Manager (Residencies) (P/T)
- Artistic Planning Producer (P/T)
- Senior Artistic Planning Manager [Deputy]
- Artistic Planning Administrator

FINANCE DIRECTOR

- Finance Manager
- Assistant Finance Manager
 - Finance Assistant
- HR Manager (P/T)

HALLÉ CONNECT DIRECTOR

- Education and Outreach Manager [Deputy]
 - Community Outreach Administrator
 - Education Administrator & Workshop Practitioner
 - Education Administrator (P/T)
- Ensembles Manager [Deputy]
 - Youth Ensembles Administrator
 - Choral Administrator (P/T)
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VENUES DIRECTOR

- Venues Operations Manager
 - Venues Operations Officer
 - Venues Operations Officer
 - Venues Housekeeper (P/T)
- Venues Sales and Events Manager

DIRECTOR OF COMMUNICATIONS AND DIGITAL

- Head of Brand & Design [Deputy] (P/T)
 - Digital Manager
 - Digital Content Producer
 - Marketing & PR Manager (P/T)
 - Communications and Digital Assistant
- Publications Manager (P/T)
- Marketing Officer

CONCERTS DIRECTOR

- Concerts Manager
 - Concerts Administrator
- Librarian (P/T)
 - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
 - Stage Manager
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DEVELOPMENT DIRECTOR

- Individual Giving & Legacy Manager, Archivist [Deputy]
 - HLF Project Manager (P/T) (F/T)
 - HLF Archivist (P/T) (F/T)
 - Halle St Peter's Community Producer (P/T) (F/T)
- Corporate Partnerships and Major Trusts Manager (P/T)
 - Development Officer
 - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term