

Greater Manchester Arts Centre Ltd.

**Finance Team Assistant Apprentice**  
**Application Pack**

**HOME**

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**ARTS COUNCIL ENGLAND**



## **Job Title – Finance Team Assistant Apprentice**

### **This opportunity**

This is a great opportunity for someone aged 18 – 24 who is interested in exploring and developing a career in Finance.

This role involves working with teams across the organisation, in support of our theatre, film and art programmes, at HOME, Manchester's largest cross-art venue. Our two theatre spaces are a platform for playful, daring, new and commissioned work. Our five screens light up with independent, challenging, provocative film. The gallery is home to the very best in contemporary art. The restaurant offers a varied and delicious menu of food and drink.

This is a key support role within the HOME Finance Team, helping to provide financial administrative support to enable the effective operation of the organisation. The post-holder is responsible for a range of financial administrative duties.

### **Our Ideal Candidate**

We're looking for someone aged 18 - 24 who is looking for an apprenticeship in a Finance or Accountancy role. You should also be interested in finding out more about the work HOME creates and presents.

You will have an interest in developing your skills in business finance and accounts, as well as increasing your practical experience within a professional working environment. It will be great if you already have some understanding of financial systems and/or accounts. You will be keen to learn and experience more about how an organisation such as HOME operates financially.

You will have an interest in learning more about the Organisations Finances and be keen to learn how HOME's status as a Charity and Limited Company lead its operation. You will be keen to develop your financial accounting and administrative skills. You will be interested in working across the teams in the organisation and with visiting artists and companies. Overall you will be a positive person, motivated and willing to get stuck in with duties as required.

## **Application Procedure**

*There are certain criteria you must meet in order to be eligible to apply for this apprenticeship:*

- At the time of applying you must be aged 18 to 24 years old
- You must be registered with the Apprenticeship Vacancy Matching Service
- Applications will only be considered from people permanently resident within the City of Manchester. For a list of City Centre Wards, visit [www.manchester.gov.uk/info/100004/the\\_council\\_and\\_democracy/6383/council\\_wards\\_in\\_manchester/1](http://www.manchester.gov.uk/info/100004/the_council_and_democracy/6383/council_wards_in_manchester/1)

The Finance Team Assistant Apprentice role is a training position and the post-holder will undertake a programme of on and off the job training with work based guidance and mentoring leading to a Level 3 Qualification in Assistant Accountancy. This Apprenticeship may involve day release to a training provider centre to complete off the job learning – this will be confirmed with the successful candidate.

The training provider for this Apprenticeship role will be Damar Training. This apprenticeship post is attached to the Government's National Apprentice Standard and therefore to be eligible for consideration for this post you must not hold a degree level qualification.

### **Making an application:**

To apply please visit the National Apprenticeship Service Vacancy Matching Service: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-254840>

Deadline for Applications: 12noon Mon 30 April 2018

Please note all applications must be made via the National Apprenticeship Scheme site and applications in any other formats will not be considered.

Applications received after the application date will not be considered.

Recruitment for this role will be led by the Apprenticeship Training Provider, Damar Training, in partnership with the HOME Finance Team.

For an informal chat about your application, please contact Ella Walker on 0161 212 3456 or email [ella.walker@homemcr.org](mailto:ella.walker@homemcr.org)

GMAC is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

Deadline for Applications: 12noon Fri 4 May 2018

Provisional Interview Dates: Monday 14 and Tuesday 15 May

Provisional Start Date: Monday 4 June

## **Job Description for Finance Team Assistant Apprentice**

### **Purpose**

As member of the Finance Team you will work with the Director of Finance and the Finance Team to support the running of an effective finance system for HOME.

You will liaise across the organisation to support the administration of the finance team and support the finance to Senior Finance Officer.

**Responsible to:** Senior Finance Officer

### **Key Tasks/ Main Duties**

- a) Provide administrative support to the Income Account Financial Administrator
- b) Provide administrative support to the Accounts Payable Financial Administrator
- c) Provide administrative support to the Director of Finance
- d) Provide administrative support to the Senior Finance Officer
- e) Attend and contribute to regular finance team meetings
- f) To carry out any other duties as may reasonably be required

### **Opportunities for Training:**

This is an Apprenticeship training role where the successful applicant is expected to remain in post for the duration for the contract and complete the qualifications connected to the apprenticeship programme.

## APPRENTICE PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
QUALIFICATIONS AND TRAINING	A* - C GCSE Maths	5 GCSEs A - C, with grade C in English and Maths
ATTAINMENTS, INTERESTS AND SPECIAL APTITUDES	<p>Interest in the processes that support the running of a business</p> <p>Enjoys working with numbers</p> <p>Enjoys variety and would welcome the opportunity to work with different aspects of accounting</p> <p>Supportive of team members</p> <p>Clear communication skills</p> <p>Good timekeeping and time management skills</p> <p>Organised and motivated</p> <p>Committed to the principles of equality and diversity</p> <p>Experience of standard office computer programmes, including Word, Excel, Outlook and Windows 365</p> <p>Enjoys variety</p>	<p>Interest in the processes that support the running of a contemporary arts centre</p> <p>Friendly and open personality able to communicate with a diverse range of people</p> <p>Interest in contemporary theatre, art and film</p> <p>Some experience within a finance or admin based role or setting</p> <p>Some experience of working within a professional organisation</p> <p>Some understanding of Finance and Accounting</p>

## **TERMS AND CONDITIONS OF SERVICE VOLUNTEER AND WORK BASED TRAINING MANAGER**

GMAC Ltd has a Staff Manual that provides full details of all terms and conditions of employment as well as staff benefits. The following are the main terms of employment.

<b>Salary</b>	£15,350 per annum
<b>Hours of Work</b>	GMAC has a standard working week of 40 hours inclusive of meal breaks.
<b>Contract Period</b>	16 months (Qualification Level Dependant)
<b>Period of notice</b>	1 month will apply to both employer and employee
<b>Holidays</b>	25 days p.a. plus statutory holidays

### **About HOME**

HOME, Manchester's centre for international contemporary art, theatre, film and books, was opened by our Patron Danny Boyle over the 2015 May Bank Holiday weekend. In our first two years, HOME welcomed over 1.8million visits to see thrilling theatre, dance, contemporary visual art, independent and world cinema.

The building includes:

- A 450-seat theatre
- A 150-seat flexible theatre space
- A large flexible gallery space
- Five cinema screens
- A Bookshop
- Food, drink and flexible event spaces

What HOME does:

- Screens exciting, independent, provoking film work from the UK, Europe and further afield – from the latest releases to artist film, rare archive films and great classics;
- Produces and co-produce our own theatre work with a range of organisations, directors, designers and writers and present an extensive programme of theatre from national and international visiting companies;
- Presents new commissions from emerging and established contemporary artists of regional, national and international significance in our galleries;
- Delivers an extensive range of engagement and creative learning activity including HOME Young Creatives, an extensive talent development programme, talks, tours, Q&As and other great events which increase access to and create an extra dimension for many of our film events, exhibitions and theatre productions.