

# HOME

[www.homemcr.org](http://www.homemcr.org)

## HOME Finance Team Assistant Apprenticeship Information Pack

*Greater Manchester Arts Centre Ltd*

GMAC is funded by



**MANCHESTER**  
CITY COUNCIL



Supported using public funding by  
**ARTS COUNCIL**  
**ENGLAND**



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

### **This opportunity**

This is a great opportunity for someone aged 18 – 25 who is interested in exploring and developing a career in Finance/ Accountancy.

This apprentice role will involve 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 cinema screens light up with independent, challenging, provocative film. Our three galleries are 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 - 25 who is looking to start a career in Finance or Accountancy and would like to start this journey through an apprenticeship role. You should be interested in the areas of Finance/ Accountancy and 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, admin and professional office 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.

## **Role 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

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.

### Key Tasks/ Main Duties

#### Key Tasks/ Main Duties

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

## APPRENTICESHIP ROLE – PERSON SPECIFICATION

	KEY EXPERIENCE AREAS	DESIRABLE EXPERIENCE AREAS
QUALIFICATIONS AND TRAINING	A* - C GCSE Maths	5 GCSEs A - C, with grade C in English and Maths  L2 AAT Accountancy Qualification
ATTAINMENTS, INTERESTS AND SPECIAL APTITUDES	<ul style="list-style-type: none"> <li>- Interest in a career in Finance/ Accounting</li> <li>- Interest in the processes that support the running of a business</li> <li>- Enjoys working with numbers</li> <li>- Keen to explore different aspects of finance/ accounting</li> <li>- Enjoys team work</li> <li>- Good timekeeping</li> <li>- Organised and motivated</li> <li>- Open to exploring and following the principles of equality and diversity</li> <li>- Experience of standard office computer programmes, including Word, Excel, Outlook and Windows</li> </ul>	<ul style="list-style-type: none"> <li>- Interest in exploring contemporary film, theatre and art</li> <li>- Friendly and open person, keen to work with people from lots of different backgrounds</li> <li>- Some previous experience working with numbers or in a finance setting</li> <li>- Experience of an office or professional environment</li> <li>- Some understanding of Finance and Accounting roles and careers</li> </ul>

## TERMS AND CONDITIONS OF SERVICE

GMAC Ltd has a Staff Manual that provides full details of all terms & conditions of employment. The following are the main terms of employment;

<b>Salary</b>	£16,016 per annum
<b>Hours of Work</b>	GMAC has a standard working week of 40 hours inclusive of meal breaks.
<b>Contract Period</b>	16-18 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

## **MAKING AN APPLICATION**

There are 3 key criteria's you must meet in order to apply for this role:

- At the time of application, you must be aged between 18 – 24 years' old
- You must be a permanent resident of the City of Manchester  
**For a map, and list, of Manchester wards use this link**  
<http://bit.ly/ManchesterCityWards> Manchester City Wards are shown in the shaded area of the map, and in the list to the left.
- As this apprenticeship is part of the Government's National Apprentice Standard meaning we are unable to accept applicants who hold a degree level of education

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. The training provider for this Apprenticeship role will be [Kaplan Manchester](#).

### **Making an application:**

To apply for this role please follow the [application link here](#)

Deadline for Applications: 5pm Friday 31 May 2019

Provisional Start Date: Monday 8 July 2019

Recruitment for this role will be led by the Apprenticeship Training Provider, [Kaplan Manchester](#), in partnership with the HOME Finance Team.

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.

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).

Thank you for your interest in this post.

## More information about HOME:

[HOME](#) is the trading name for Greater Manchester Arts Centre (GMAC).

In April 2015 HOME opened as a new purpose-built art centre for international contemporary **art, theatre, film** and **books**.



HOME can be found on Tony Wilson Place, in the new area of First Street, just off Whitworth Street West which is just off Oxford Road. We're roughly opposite the Hacienda apartments and 0.2miles from Deansgate-Castlefield Metrolink stop or 0.3miles from Oxford Road train station.

HOME has 2 theatres - a 500 seat theatre and 150 seat flexible studio space, staging new theatre, exciting commissions and other events such as music nights.

Our five cinema screens light up with challenging, independent film work and events.



The 500m<sup>2</sup> 4m high Gallery space is home to the very best in contemporary art, featuring new work from North West, UK and International Artists.

The café bar and restaurant offer delicious food and are friendly spaces to relax in.

Formed by the merger of two of Manchester's best-loved arts organisations, [The Cornerhouse](#) and the [Library Theatre Company](#), the new organisation is a HOME for curiosity seekers, for lovers of the dramatic, the digital and the deeply engaging, for radicals and reciprocators.

HOME is a centre for co-production, artistic creation and sharing. Dedicated to learning, for people of all ages, a place for new work and playful ideas; of festivals and commissions; of artists and of audience engagement.

From gallery to screen via café bar and bookshop, HOME is a space where ideas, hopes and moments of wonder bounce off walls and lodge themselves in the headspace of audiences old and new.

If you would like any more info please contact Ella Walker on 0161 212 3456 or email [ella.walker@homemcr.org](mailto:ella.walker@homemcr.org).

