



Chetham's

Job Description

PA to the Finance Director

Responsible To:	Finance Director
Hours of work:	35 hours per week
Holiday Allowance:	25 days, leading to 30 after five years

CONTEXT:

Chetham's is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall – and we are united by one clear vision which is to bring people together.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring the next generation of musicians and thinkers.

We are driven by our values to make music and education more accessible, to enrich the lives of people in Manchester and beyond, and to improve health and wellbeing through the magic of music and learning.

We're embracing our roots and opening the doors to our world-class facilities and collections to make a positive, long-lasting impact on local communities.

PURPOSE:

We are looking for an experienced *PA to the Finance Director* to work in our busy Finance Department.

The role provides essential administrative and personal assistance to the Finance Director. There is flexibility to the role as the demands may alter on depending upon the situation. Utmost discretion and confidentiality is required for the position of PA as the role often involves seeing confidential or sensitive material. All aspects of administration are required including filing, typing, answering telephones, dealing with emails and working with computer systems. The PA role is essential in being the warm and friendly face that stakeholders first meet prior to the Finance Director and as such it demands a calm, kind and efficient presence.

KEY RESPONSIBILITIES:

Working as part of the team, the PA to the Finance Director will:

1. Be responsible for all administration relating to the Finance Director.
2. Be first point of contact and gatekeeper for the Director of Finance, managing their mailbox and diary, ensuring that all meetings are appropriately prepared for and reprioritising their time to ensure they can operate efficiently.
3. Deal with the full range of queries to the Director of Finance from parents and guardians, external parties, media, and other individuals in a prompt, courteous and informative manner.
4. To act as administrator for the Department for Education Music and Dance Scheme, co-ordinating the collection of data from parents and the submission of grant information to the Department for Education.
5. To act as Administrative Clerk to Governors and Feoffees for the published meeting cycle including minute taking, preparing agendas and liaison.
6. To provide support for meetings and ensuring that visitors are accommodated where necessary. Making travel arrangements, where required.
7. Responsible for handling highly sensitive and confidential information including confidential employment matters, complaints, Freedom of Information requests, ensuring discretion and diplomacy.
8. To prepare for and attend committee meetings as directed, ensuring that all paperwork is provided, accommodation and refreshments are organised, accurate minutes are taken and that participants follow the terms of reference.
9. Exercising judgement and discretion in determining priorities daily and ensuring that all callers/visitors for the Director of Finance receive the highest standards of customer care.
10. Responsible for ensuring that in the absence of the Director, all queries are followed up and responded to.
11. Work flexibly across the Finance team, including the processing of transactional items, such as invoices, where necessary.
12. Look for opportunities to improve processes and procedures, in particular automation and digitisation.
13. Undertake training commensurate to the post.
14. Any other duties as reasonably required by a PA to the Finance Director role.

GENERAL RESPONSIBILITIES

The PA to the Finance Director will:

1. Promote Chetham's in a positive and professional manner at all times;
2. Display a flexible "can do" approach which will enhance Chetham's wider reputation;
3. Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document);
4. Undertake any training necessary to meet the requirements of the post;
5. Adopt a flexible approach to working hours as required by the business;
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary;
7. Be open to new ideas, understand the need for change and be willing to adapt;
8. Be aware of the issues of equality and diversity, treating all with dignity and respect;
9. Be responsible for your personal presentation, health and physical fitness;
10. Maintain a high level of attendance.
11. Take all possible steps to ensure a safe working environment all.

PERSON SPECIFICATION

Essential

1. At least two years' experience in a PA or administration role;
2. Accuracy and excellent attention to detail;
3. Confident, assertive and diplomatic;
4. Excellent written and verbal communication skills;
5. Highly organised and motivated, able to work to multiple deadlines and to prioritise workloads calmly and effectively;
6. Excellent time management skills and punctuality;
7. Highly competent with Microsoft Office software including Word and Excel.

Desirable

8. An interest in music or the performing arts.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name

Employee's signature

Date.