

LIVERPOOL PHILHARMONIC - JOB DESCRIPTION



LIVERPOOL
PHILHARMONIC

Title: Commercial Accountant

Responsible to: Management Accountant

Contract: Full Time, Permanent

Principal Role

Working as part of multiple teams, you will be responsible for maintaining excellent working relationships and demonstrate the ability to influence a goal congruent work ethic. You will be confident in your communication skills, working with a wide range of internal and external stakeholders, and show a positive, can-do attitude.

Responsibilities and duties

- Manage Event Settlement Process including liaising with External Promoters
- Ensure Artifax Diary software is up to date and relevant to aid Event settlement Process
- Produce Event Settlement Process SOP for use across the business
- Prepare event settlements within timeframe specified in SOP
- Business Partner to all Departments involved in Event settlement process to ensure SOP is adhered to
- Maintain Settlement control account
- Set up all Events in Finance System
- Update Event list for weekly staff managers, for use on timesheets
- Prepare Quarterly VAT returns
- Process Spektrix Daily Cash Sheet Journal
- Spektrix Balance Sheet reconciliations for matured sales, booking fees etc & work with Box Office to identify any discrepancies
- Ensure Revenue Recognition in correct periods
- Car park income reporting and liaison with Horizon
- Management of company credit cards
- Cash/Petty Cash management

- Review of Hall & Events, Weekly & Monthly Payment Runs
- PRS Reporting
- Work with Head of Finance on Annual Audit requests
- Ad-hoc tasks as and when required by Executive Director Finance & Head of Finance



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Person Specification

Experience:

Essential

- Qualified/Part Qualified (CIMA/ACA/ACCA)
- Experience in Business Partnering role

Desirable

- Experience producing VAT Returns
- Experience using Spektrix Ticketing Software

Knowledge, skills and competencies:

Essential

- Advanced Excel Skills
- Strong Communication skills

Desirable

- Knowledge of Partial VAT calculations

Personal style and behaviour:

Essential

- To have enthusiasm and commitment to Liverpool Philharmonic's mission to 'transform lives through music'
- To ensure in every aspect of this role, your work is guided by and aligns with our values:
 - Passionate about music
 - Ensemble
 - Excellent
 - Welcoming
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.

Equal Opportunities Statement

Liverpool Philharmonic transforms lives through music. We champion equity, diversity, inclusion, and belonging throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We're committed to ensuring that everyone feels welcome and everyone is able to thrive, regardless of who they are and where they are from. We are committed to developing a more diverse workforce through encouraging applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from individuals from disabled, minority ethnic, and working-class communities as these groups are currently underrepresented within the creative industries.



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