



Bringing music into people's lives and striving for a healthier, happier and fairer society

## **Finance & Operations Officer**

Job Application Pack

April 2026

## Contents

About Bournemouth Symphony Orchestra	Page 3
The BSO Finance Team	Page 4
Job Description	Page 5
Person Specification	Page 6
Benefits of Working for the BSO	Page 7
How to Apply	Page 8



## About Bournemouth Symphony Orchestra

### BSO Values Welcoming Brilliant Brave

We are the orchestra for the South and South West, bringing music into people's lives across the whole region. With classical and 'BSO Pops' concert series in Poole, Portsmouth, Exeter and Bristol, and a vibrant programme of chamber music, we perform in venues of all shapes and sizes - from the grandest concert halls to remote village churches. We also provide the UK's only major digital concert season, streaming 80% of our symphonic concerts from our home base in Poole.

We passionately believe that everyone should be able to experience the joy and transformational power of music. BSO Participate is our team of outreach specialists, dedicated to working in communities across the South West and giving people of all ages and backgrounds the chance to take part in inspirational music-making. Our goal is simple: to improve and enrich lives through the gift of music.

The BSO is committed to fostering an inclusive, supportive workplace where every member of the team feels valued and empowered. We are committed to being an equal opportunities employer and welcome applications from all backgrounds, particularly from those underrepresented in the arts sector. Please note, that you must have the legal right to work in the UK at the time of application.

For further information about the BSO please visit [bsolive.com](https://www.bsolive.com)



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## The BSO Finance Team

Behind every performance, rehearsal, and tour, the Finance Team helps make the music possible. We are an essential part of the orchestra, ensuring that everything runs smoothly so our musicians and creative teams can focus on what they do best — bringing extraordinary music to life.

From supporting concert seasons and community work to managing corporate funding, grants, and donor income, the team plays a key role in turning artistic ambition into reality. We work closely with colleagues across the organisation, helping to shape projects that are both creatively inspiring and financially sustainable.

As a charity, we rely on the careful stewardship of our resources, and the Finance Team ensures every pound is used thoughtfully and transparently. Whether it's paying the Orchestra, the Head Office staff or freelance musicians, planning budgets for new productions, or reporting to our supporters and funders, our work underpins everything we achieve.

We are a supportive and collaborative team that values curiosity, clarity, and a shared passion for the arts. It's a place for someone who wants to contribute to something bigger — helping to sustain live music, support artists, and connect audiences through the power of orchestral performance.

*"We took our 11-year-old autistic son. He Loves Music, but we never would have imagined that we could have done something like this. We found ourselves 50 minutes in, smiling ear to ear, watching him soak up the music. It was amazing."* Yeovil audience member (BSO On Your Doorstep)

*"Atmospheres are transformed when a ward becomes a concert hall, and everyone feels the change. Nurses dance and patients smile."* BSO musician reflecting on Music for a While, a project that takes music onto hospital wards



#### Job Description

<b>Role:</b>	Finance & Operations Officer
<b>Reporting to:</b>	Head of Finance & Operations
<b>Location:</b>	Poole (office based 5 days a week)
<b>Salary:</b>	£31,000 - £35,000 per annum (depending on experience)
<b>Contract:</b>	6-month fixed term contract
<b>Hours:</b>	Full time 37.5 hours per week

#### Main responsibilities:

- Receive, check and gain authorisation for Direct debit purchase invoices, Artists invoices and staff expenses. Process authorised invoices onto the accounting system.
- Maintain Purchase Ledger. Prepare payments to suppliers as required. Assist in bi-monthly payment run.
- Prepare and process weekly Freelance invoices and generate a monthly payment for the last Friday of each calendar month.
- Update Orchestra Schedules with any time changes or schedule changes.
- Prepare Sales Invoices for all Engagement Fees, Sponsorships and Other Sundry income and perform credit control as required.
- Prepare weekly banking and any floats as required. Balance petty cash and input into accounting system.
- Assist in the preparation of monthly payroll as and when required.
- Reconcile Artists contracts with invoices and upload into the finance system.
- Regular archiving of finance paperwork at our offsite storage.
- Process Insurance claims for Musicians' Instruments.
- Manage Cleaning Contract and Deep clean Schedules.
- Maintain stationery and canteen supplies.
- Manage franking machine re topping up credit and ensuring supplies of consumables.
- Responsible for arranging MOT's, servicing, and repair of pool cars. Monitoring Car diaries as required.
- Cleaning and Descaling of water boilers and coffee machines in Orchestra Kitchen.
- Arrange Fire Alarm Drills.
- Liaise with the Lighthouse and other contractors regarding any general maintenance for the Head Office building.
- Arrange maintenance on Evac Chair, Fire Extinguishers, Water cooler and boilers, Alarm system, CCTV and Air Con Units.
- Gather and collate information for HO sickness. Process both Head Office and Orchestra sickness into the HR system.
- Process Annual driving licence checks and Business Cover on Personal Insurance.
- Maintain Defibrillator in Head Office and BSO truck.
- Orchestra truck - Download Tacho cards onto computer system. Forward download to Driving Force for processing. Ensure received reports signed by stage managers for review by Head of Finance & Operations.
- Managing Parking spaces and parking permits.
- Carry out other duties from time to time as required by the Head of Finance & Operations.

## Person Specification

### Essential Skills & Attributes

- Commercially minded, with minimum 5 years' experience working in a Finance role.
- AAT Level 3 (or equivalent).
- Confident written and verbal communication skills.
- Highly organised, managing multiple tasks and deadlines effectively.
- Enthusiastic about music and the arts, with an appreciation of BSO's mission.
- IT literate, with experience of CRM systems and Microsoft Office.
- Numerate, detail-oriented, and experienced in purchase ledger, sales ledger, cash.
- Ability to use initiative and work unsupervised.
- Experience of working effectively as part of a team, being both challenging and co-operative.
- Full clean driving licence and use of own car.

### Desirable

- Experience in the arts, cultural, or charity sectors.

### Personal Qualities

- Curious and proactive, always looking for opportunities to improve.
- Collaborative, flexible, and a team player.
- Motivated and committed to helping colleagues and stakeholders.
- Professional and credible with colleagues and external stakeholders.



## Benefits of Working for the BSO

### Join a team that's passionate about music and people

The BSO isn't just a workplace — it's a community. We're one of the friendliest and most dedicated teams you'll find in the arts, united by our belief in the power of music to enrich lives. We work hard to create a culture where everyone feels valued and has the opportunity to contribute.

### Employee benefits include:

- 28 days annual leave including Bank Holidays, plus one extra day per year up to 30 days, and additional discretionary Christmas leave.
- Personal pension with up to 5% employer contribution.
- Free eye test and contribution to glasses if required.
- BUPA cash-back scheme, which covers a range of health and wellbeing treatments e.g. dental bills, physiotherapy, chiropractic treatment.
- The BUPA Plan also includes the BUPA Anytime HealthLine providing financial and legal advice, online CBT and face-to-face counselling.
- Support in maintaining positive mental health with access to dedicated mental health first aiders.
- Generous life insurance, providing life cover of three times annual salary.
- Free parking permit.
- Discounted legal advice: 1 hour of free legal advice, 50% staff discount on Will-writing services and other discounted legal services.
- Complimentary BSO concert tickets when available and 10% discount at the Lighthouse Café.

## BSO Elevate: Talent and Career Development

We invest in our people just as we invest in our musicians and communities.

Our BSO Elevate programme provides training and career development at every level — from essential skills for all staff, to advanced leadership pathways for future leaders.

### Why it Matters

Perhaps the greatest benefit of all is knowing that your work makes a direct difference: helping us bring world-class music to the stage and life-changing projects into hospitals, schools, care homes, and communities across our region.

*"I was lucky enough to be with you today, and even louder than the magnificent orchestra was the sound of neural pathways zinging and memories forming in the hearts and minds of those awestruck children. Thank you to all involved!"* Teacher, who attended a BSO Schools' Concert

## How to Apply

If you would like to apply for the role of Finance & Operations Officer, please submit the following:

- A current CV.
- A covering letter outlining your interest in the role and how your skills and experience align with the position.
- A completed Application Form.

Applications should be sent by email to Nicola Fulker at: [nfulker@bsorchestra.co.uk](mailto:nfulker@bsorchestra.co.uk)  
Application Deadline: 6:00pm, Monday 27<sup>th</sup> April 2026

## Interviews:

Shortlisted candidates will be invited to an initial first round interview with the Head of Finance and other senior team members. Candidates may be asked to complete a competency assessment.

Final interviews will assess suitability for the role and alignment with BSO's mission and values.

## Accessibility and Special Requirements

We are committed to ensuring a fair and inclusive recruitment process. If you have any accessibility requirements, including adjustments for interviews or tasks, please let us know when you apply so that we can make appropriate arrangements.

## For More Information

If you would like an informal conversation to learn more about the role and the team, please contact Wendy Jones, at [wjones@bsorchestra.co.uk](mailto:wjones@bsorchestra.co.uk). This is a great opportunity to ask questions and gain a better understanding of the position before applying.

The BSO is committed to creating an inclusive workplace and welcomes applications from all backgrounds, particularly those underrepresented in the arts. Applicants must have the legal right to work in the UK.