

Data & Finance Administrator

About West Sussex Music

West Sussex Music is a music education charity that provides high-quality opportunities for over 30,000 children and young people across the county at every level of their creative development. Our mission is to remove barriers to learning and promote the life-enhancing benefits of music.

We work closely with, schools, young people, and partner organisations to develop our collective vision for accessible and inspirational music education.

Data & Finance Administrator

As part of our wider administration team, we are seeking a **systems-savvy** and **data-confident administrator** to maintain and develop our **finance and operations systems**—primarily using our CRM system ‘SpeedAdmin’ which is our key system in managing all activities across our organisation.

This newly created role will also support managers with quality data to support business decision making. The ideal candidate will have finance experience and a genuine enthusiasm and capability for working with systems, processes and data.

The post holder will help strengthen and improve the team’s overall systems knowledge, ensuring greater capability and efficiency across our operational processes.

This is a **permanent, full-time post** (37.5 hours/week) but 0.8 will be considered for the right candidate. **The role is office based, in Horsham town centre** and our office hours are **8.30am – 4.30pm**. We offer free parking, an enhanced salary sacrifice pension, a comprehensive employee support package and 23 days annual leave (plus bank holidays).

The starting salary is £27,350 (& subject to an April increase).

The post holder will...

- Have experience of using databases, CRMs and finance systems coupled with excellent data management skills. Knowledge of SpeedAdmin is not essential but learning this system is critical to the role. Training will be given but this role requires an enquiring mind, an interrogative approach and proactive learning.
- Enjoy data, Excel and systems/information-based tasks.

- Be logical, organised, process oriented and has experience of producing and maintaining user-friendly process notes and system procedures.
- Will challenge existing processes and proactively drive continuous improvements across our activities.
- Able to develop system-based solutions to operational changes, safeguarding data integrity and workflow consistency.
- Has experience of routine systems management, maintaining and updating annual workflows and data.
- Possess strong Microsoft 365 skills, particularly, experience with SharePoint and the ability to optimise it for team use.
- Have good communication skills and the ability to work collaboratively at all levels of the organisation.

Data & Finance Administrator duties:

- Maintain and update the company CRM, SpeedAdmin, including data entry, report generation, data housekeeping / cleansing to ensure accuracy.
- Create and maintain process notes and system procedures and manage a SharePoint-based knowledge hub for the wider team.
- Support the team with finance and customer account administration, including invoicing, credit control, banking and responding to customer and staff queries (email and phone).
- Assist with compliance, data returns and audit requirements.
- Produce reports from high volume data sets and undertake data quality checks.
- Provide general administrative support to the wider admin team as needed.

Skills and experience:

- Previous experience in a related administration role within finance or data management.
- Strong IT skills, with high level proficiency in CRM systems, Excel and SharePoint.
- Advanced data entry and data management abilities.
- Exceptional attention to detail and consistently high accuracy.
- Ability to manage projects and see tasks through to completion.
- A flexible, consultative working style and strong team ethos.
- Experience in a schools/education, or a music/arts setting is an advantage.
- Experience with Xero finance system and bookkeeping skills would be an advantage.

To apply: Please submit your CV and covering letter to recruitment@westsussexmusic.co.uk.

Close date: Monday 13 April

Early applications are encouraged. We may appoint before the closing date if a suitable candidate is identified.