



WORK WITH THE CBSO

ASSISTANT ACCOUNTANT

The CBSO is seeking an Assistant Accountant to join our busy Finance team. The ideal candidate will have proven success in a similar role and be able to work on their own initiative and prioritise tasks to meet deadlines.

SALARY: £25,000 per annum

HOURS: 35 hours per week, Monday - Friday

LOCATION: Birmingham, hybrid & office based

REPORTING TO: Finance Manager

DEADLINE TO APPLY: 10am, 26th March 2026

ABOUT THE CBSO

The City of Birmingham Symphony Orchestra (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of incredible musicians, led by Music Director Kazuki Yamada, proud to make exciting musical experiences that matter.

Resident at Symphony Hall, the orchestra performs over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges classics to contemporary, soundtracks to symphonies, and everything in between. For more than 100 years, it has been involved in every aspect of music-making in the Midlands, and through its wide-reaching community and education projects, and family of choruses and youth ensembles, this continues to grow. Helping to build a life-long love of music for audiences, communities and musicians across Birmingham, the West Midlands and beyond.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we serve.



KEY RESPONSIBILITIES

SALES LEDGER

- To update daily cash flow.
- To perform weekly bank reconciliations.
- To prepare weekly banking sheets and complete weekly income reconciliations with our Customer Relationship Management (Tessitura) system.
- Processing sales invoices to customers.
- Following a timely process with credit control. Communicating with customers regarding due payments, delays, and repayment arrangements

PURCHASE LEDGER

- Assist with processing invoices and matching purchase orders
- Assist with group credit card processing.
- Supplier Statement Reconciliation
- Process Petty Cash claims
- Open and distribute incoming mail to the relevant departments

OTHER DUTIES

- Assist in answering incoming calls to the CBSO alongside other staff members
- Support with ad hoc administrative tasks when the needs of the business require it.
- To assist and provide cover for the other Finance team member in busy/holiday periods. To undertake additional duties as and when the need of the business requires it, at the direction of the Finance Manager.

PERSON SPECIFICATION

ESSENTIAL SKILLS

- Prior experience in an accounts department is strongly preferred.
- Good general accounting and organisational skills and the ability to work quickly and high level of accuracy and attention to fine details.
- Excellent communication skills and the ability to deal with a wide range of people with confidence and personal authority. Building good relationships with internal and external stakeholders.
- An enthusiasm for and understanding of working in a small team – team player but also able to work on their own initiative and to prioritise tasks.
- Resilient under pressure with a proven ability to meet critical deadlines.
- Good Microsoft Office skills (Excel, Word, Outlook)
- Be willing and motivated to continuously strive to improve and make a positive contribution.

DESIRABLE SKILLS:

- Experience of using 'Ipllicit' Accounting System.
- Enthusiasm for working in the Arts and or charity sector.
- Studying towards ACCA, CIMA, ACA, AAT or equivalent qualification.



TERMS & CONDITIONS

- Member of CBSO staff, based at the CBSO's purpose-built rehearsal and administrative home, CBSO Centre, in central Birmingham.
- This is a full-time role, based on 35 hours per week with occasional requirement for overtime
- CBSO staff are entitled to 25 days annual leave (pro rata from date of starting) plus Public Holidays
- This post is subject to a six-month probationary period
- Membership of the CBSO's Group Stakeholder Pension Plan
- All CBSO employees are expected to adhere to all the CBSO's policies