

**NYMAZ Vacancy**

**Bookkeeper**

NYMAZ is seeking an experienced **Bookkeeper** to work on a part-time basis.

Average 3 days a month (increase to 5 days a month according to year end and grant reporting biannually).

£15 – 19 per hour, based on experience

Minimum 3 years’ experience

We are looking for an efficient and attentive person with a friendly, flexible and team player approach to work, who will be available to join NYMAZ from **December 2021**.

**Tasks & Accountabilities**

Prepare management accounts for analysis, quarterly Board reports, and annual examination of accounts by an independent examiner.

Process wages for both self-employed and employed people and complete the monthly payment run.

Process purchase orders, invoices and record receipts.

Experience of Quickbooks is essential.

It is important to be confident in Excel.

Experience of bookkeeping with charities is preferable, though not essential.

**NYMAZ – further information**

NYMAZ is a leading youth music charity which champions the transformative potential of music for children and young people in North Yorkshire and across rural England. Working with our trusted partners, we deliver high quality music-making activities to those in challenging circumstances, especially those experiencing rural isolation. The National Foundation for Youth Music has selected NYMAZ as one of only 13 strategic organisations to receive important Fund C support.

NYMAZ is also committed to strengthening the sector through workforce development, building strategic partnerships and advocating for the benefits of participatory music, and we have become a leading voice across the sector on the issues of rural isolation and digital music education.

We are actively developing youth voice to empower young people to make decisions about the offer we provide. NYMAZ Board of Trustees currently has two young trustees who lead on advocacy and finance matters, and we have a young producer team who take an active role in programming a variety of NYMAZ events.

NYMAZ is delivering targeted music activities and workforce development to create accessible and inclusive experiences, where every child can access music-making opportunities, regardless of their circumstances. We are also supporting Music Education Hubs nationally to roll out innovative approaches to increasing access to music through digital technology, via the Connect: Resound project.

**Fee**

£15 – 19 per hour, based on experience.

Part-time: Average 3 days a month (increase to 5 days a month according to year end and reporting twice yearly).

Hours can be fulfilled flexibly, as long as all timelines for work required are met.

This is a freelance role and will not be office based. Meetings to take place over Zoom or other appropriate medium, with occasional in person meetings (usually once a year).

**How to apply**

Please send a CV with cover letter or short video outlining your experience to sarah@nymaz.org.uk

For further info on NYMAZ’s activities, see: <http://www.nymaz.org.uk>

Closing date: **Friday 8 October 2021**

Interviews will be held online on Friday 15 October 2021

For an informal conversation about the role, please contact Sarah McWatt, Director, at sarah@nymaz.org.uk.

We welcome applications from people of all backgrounds, age groups and cultures. We will provide access support for people with disabilities. NYMAZ is an inclusive organisation and we want our staff to reflect the diversity of British society. We will make adjustments to application processes and interviews as required on a case-by-case basis. We also provide ongoing support for the individuals we work with, so if you have particular accessibility needs, please do get in touch and let us know.

**What our funders say about NYMAZ:**

“It’s quite remarkable to see a year’s worth of activity written down on paper, as it really highlights just how much work NYMAZ has achieved, and with such a small team! Your expertise in online delivery has proven invaluable over the last few months, not just to your participants but to grantholders across Youth Music’s portfolio.”

*Louise Henry, Grants Officer, Youth Music.*

**What our beneficiaries say about NYMAZ:**

“My children love the session and I’ve made friends here that I would never have met – I just don’t feel as lonely as I did before.”

“It has helped me develop my musical ability and knowledge a lot. Without it I wouldn’t be half the musician I am today.”

Project participant

 “I have always regarded music and music-making as highly valuable but in our area the opportunities had not been great until this project.”

Parent of participant

“The Year 9 boys became part of a spontaneous group improvisation that developed out of a (NYMAZ) interactive concert. It was one of the most magical moments of my teaching experience. Every boy was involved in something musical and very special.”

Teacher

**Further information about NYMAZ**

* For further info on NYMAZ’s activities, see: <http://www.nymaz.org.uk>
* Read NYMAZ’s Annual Review 2018-19 [here](https://issuu.com/nymaz/docs/nymaz_review_a5_small_).
* Charity Overview of NYMAZ and NYMAZ’s latest Annual Trustees’ Report and Accounts on the [Charity Commission website.](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4048943)
* Our [current projects](https://www.nymaz.org.uk/for-young-people/music-projects)
* Our [professional networks](https://www.nymaz.org.uk/for-professionals/what-we-do-for-professionals)
* Our [trustees](https://www.nymaz.org.uk/about-us/trustees)