GENERATOR

From Grassroots scenes to global stages, Generator is driving cultural and creative change across the North.

Recruitment Pack:

ACCOUNTS ASSISTANT

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ABOUT GENERATOR

Generator is the North's leading music development organisation. Since 1991, we've been breaking barriers, building careers, and pushing boundaries. We don't just talk about the future - we create it. From grassroots scenes to global stages, we make sure talent from the North is heard, seen, and taken seriously on the world stage.

Working at Generator means being part of a small, ambitious team shaping the future of music and culture in the North. We're creative, collaborative, and driven by the belief that what we do makes a real difference.

From supporting new talent to delivering major events, every day is varied and full of purpose. If you're passionate about music, brimming with ideas, and ready to help us make change happen you'll feel right at home here.

"AT GENERATOR, WE BELIEVE TALENT IS EVERYWHERE - AND WE'RE DETERMINED TO MAKE SURE OPPORTUNITY IS TOO. WE'RE BUILDING A TEAM THAT'S NOT ONLY CREATIVE AND DRIVEN, BUT FEARLESS IN LEADING CHANGE FOR THE NORTH'S MUSIC AND CREATIVE INDUSTRIES."

Mick Ross, CEO

WORKING WITH US

We're committed to making Generator a great place to work. Here's what you can expect as part of our team:

- Hybrid working - blend time in the office with time working from home.
- Flexible working hours - we value life outside of work too.
- 25 days annual leave plus bank holidays (pro rata).
- Additional Christmas shutdown so you can rest and recharge.
- Regular team get-togethers and engagement days to connect and collaborate.
- Plenty of learning & development opportunities – we invest in your growth.
- Access to industry events and experiences – be part of the North's thriving music and creative scene.

OFFICE LOCATIONS

We work flexibly and often remotely, ensuring we stay connected wherever we are.

- **Newcastle Upon Tyne:** Live Theatre, 27-29 Broad Chare, Newcastle upon Tyne NE1 3DQ

- **Tees Valley:** Generator, Unit 12, The BIS, 13-17 Whitby St, Hartlepool TS24 7AD

INTRODUCTION

Generator is looking for an experienced Accounts Assistant to join our team. This is a varied role within a fast-paced environment, supporting the day-to-day finance function across two entities.

The successful candidate will ideally have experience with Xero (or a similar accounting package), excellent attention to detail, and the ability to work both independently and as part of a team.

ROLE OVERVIEW

ACCOUNTS ASSISTANT

Key responsibilities include:

- Managing day-to-day financial operations, including posting purchase invoices, expenses and credit card payments to the accounting system.
- Raising sales invoices and proactively chasing payments as they become due.
- Reconciling bank accounts daily, ensuring that all transactions have been correctly recorded.
- Processing payments to suppliers and other expenses.
- Assisting with the preparation of grant claims, including following up after submission to ensure timely receipt of payment.
- Supporting budget holders to manage programme budgets and ensuring that all funding contracts are delivered within agreed financial frameworks.
- Maintaining accurate financial records, supplier documentation and contracts, and supporting the Finance Director with policy, procedure and contract reviews.
- Supporting general office administration where appropriate.

PERSON SPECIFICATION
ACCOUNTS ASSISTANT

Essential

- A minimum of 5 years' accounting experience.
- Strong working knowledge of Xero or a similar accounting package.
- Experience with bank reconciliations and maintaining both sales and purchase ledgers.
- Good Microsoft Excel skills.
- Excellent attention to detail and accuracy.
- Strong organisational skills, with the ability to meet deadlines.
- Ability to work independently and as part of a team.
- Experience with partial exemption VAT.
- Experience in the third or charity sector.

CONTRACT DETAILS

Job Title	Accounts Assistant
Contract	Fixed-Term Contract for 12 Months (with the possibility of becoming permanent and full-time)
Salary	£28,000 pa pro rata (£16,800) pa
Working Hours	22.5Hours / 3 days per week
Start Date	ASAP
Reports to	Finance Director
Based	Newcastle / Hybrid

HOW TO APPLY

- A CV
- A cover letter (max 1 page) outlining your relevant experience
- Send to: ceo@generator.org.uk with the subject line 'Accounts Assistant'
- Deadline: 14 October

INCLUSION & DIVERSITY

Applications from under-represented groups are encouraged. Generator recognises that particular groups, communities and identities are under-represented in our workforce and we are taking positive steps to address this.

As such we would love to hear from you if you:

- Identify as female, non-binary and other gender minority (in keeping with our Keychange Pledge)
- Are d/Deaf, have a disability, learning difficulty, significant long-term health condition which affects their daily life or would describe themselves as neurodivergent
- Are from a working-class background
- Are from the African, South, East and South-East Asian, Middle East, Latinx or North African diaspora, or have experienced racism

If you're unsure whether your experiences or identity would be considered under-represented, or if you'd like to discuss adjustments or support you might need in the application process - please feel free to contact us.

We're committed to creating an inclusive, accessible and supportive environment for everyone.

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