



Finance Administrator (Freelance)

Information Pack

The role

We are seeking a highly organised, self-employed Finance Administrator to support our busy finance function on a freelance basis. This remote role is approximately two days (14 hours) per week and is ideal for someone with strong administrative skills, attention to detail, and a proactive approach. The position does not require formal accounting training and may suit someone at the outset of their finance studies or with relevant administrative experience.

This is an opportunity to play a key part in a nationally recognised charity, supporting the next generation of musicians. You'll gain hands-on experience with charity finance processes, work flexibly, and be part of a friendly, mission-driven team that values your contribution.

Play your part at the National Youth Orchestra

The National Youth Orchestra is the UK's leading organisation championing orchestral music as a powerful agent for teenage development. Each year, we welcome over 10,000 teenagers of all backgrounds and different levels of musical ability into a national community to play and share orchestral music. At the centre of the organisation, our Orchestra, known as NYO, is acclaimed internationally as 'the world's greatest orchestra of teenagers' for their dazzling performances. Each NYO musician also plays their part as a leader and role model, sharing music and skills through NYO Inspire and NYO Open programmes.

As a fundraising charity, NYO relies on the generosity of thousands of individual supporters and partners. We process a high volume of donations annually, which directly fund our ambitious projects and nationwide events. This activity generates significant financial administration, including the management of large numbers of invoices from freelancers and suppliers. Our finance function is therefore central to the smooth running of our programmes and the careful stewardship of our supporters' contributions.

Key responsibilities

- Manage the finance inbox: log invoices, respond to freelancer and supplier queries, check receipts against expenses policies, liaise with staff to obtain budget codes, and enter invoices into Xero accounting software.
- Administer credit card and prepaid card transactions, ensuring accurate records and supporting documentation.
- Update fundraising income logs using data from back-end payment portals.
- Work closely with the Finance Co-ordinator on regular finance processes and provide general administrative support as required.
- Maintain confidentiality and comply with NYO's data protection and safeguarding policies.

Person specification

Essential:

- Strong administrative skills and experience managing busy inboxes or similar workflows.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Good working knowledge of Excel and confidence with digital systems.
- Proactive, organised, and able to manage time effectively when working remotely.
- Clear and professional written and verbal communication skills.
- Ability to work independently and collaboratively with colleagues.

Desirable:

- Experience using Xero or similar accounting software.
- Familiarity with finance processes in a charity or not-for-profit environment.
- Interest in developing a career in finance or administration.

Terms and conditions

- This is a freelance, self-employed position. You will be responsible for your own tax and National Insurance.
- Hourly rate of £20, to be invoiced monthly.
- Remote working, approximately two days per week.
- Hours can be worked flexibly across the week.
- The role will require an enhanced DBS check, in line with NYO's safeguarding policy.

How to apply

Please send your CV and a brief cover letter outlining your relevant experience and suitability for the role to recruitment@nyo.org.uk. If you have any questions, contact the same address.

Safeguarding

NYO is committed to safeguarding and protecting the children and young people we work with. Our policies and procedures ensure sector-leading safeguarding practices. All employees, contractors, trustees, and volunteers are dedicated to maintaining an environment where young people's welfare is paramount. Our policies protect young people from harm, ensuring all concerns and abuse allegations are taken seriously and responded to appropriately.