



SoundWaves



Sound Waves: Finance Assistant

Sound Waves is looking to appoint a part-time Finance Assistant.

About Sound Waves

Sound Waves is a charity based on the Isle of Mull, which exists to deliver music projects on the island. Our charitable purposes are to:

- **Advance education in music**
Mainly instrumental, for all age groups from pre-school children to post-graduates.
- **Encourage live music**
In performances to audiences in a range of venues.
- **Develop musical talent**
Provide emerging professional musicians with opportunities to develop their musical talent.

The main strands of our activities are:

Mendelssohn on Mull

An annual residency when our Artistic Directors, the Maxwell Quartet, invite eight young artists on the brink of a professional career for an immersive week of rehearsals and performances on the inspiring Isle of Mull.

Some participants from Mendelssohn on Mull comeback for Spring Music for a self-directed retreat and performances, mainly on the south of Mull and on Iona.

Mull Music Makers

Mull Music Makers offers young people on the island of Mull the opportunity to learn the violin and develop their general musicianship. Weekend workshops, held monthly during term time are led by the celebrated Scottish musician and educator, Patsy Reid.

The team of regular and guest tutors come from the mainland to teach and encourage the young players. Between times there are online lessons and videos to help the music makers practise the learning from the workshops.

About the organisation

Sound Waves SCIO is a registered Scottish Charitable Incorporated Organisation (SCIO), governed by its Board of Trustees. The Trustees are responsible for the overall leadership, strategic direction, and good governance of the charity. They oversee finances, staffing, and contracts, ensuring the organisation is managed in line with its charitable objectives.

Day-to-day operations are delivered by a small, dedicated team working to make our two main projects happen, and we have a team of freelance tutors who deliver monthly workshop weekends. The rhythm of the year is shaped by our activity: with the two projects varying: Mull Music Makers operates year round, whilst the focus of Mendelssohn on Mull, led by our Artistic Directors, is currently the annual week of coaching and performances in September.

We operate flexibly, with no fixed office, and place high value on teamwork, collaboration, and wellbeing. Our core team works closely with volunteers, artists, and contractors, and while each person has clear responsibilities, we support one another at busy times. We strive to maintain an open, inclusive, and supportive working culture where creativity and communication thrive.

Our income comes from a mix of public funding, trusts and foundations, individual donors, and earned income.

Terms and Conditions

Job Title	Finance Assistant
Contract type	Part-time employed. We are open to a freelance position for the right candidate, and can discuss this at interview.
Probation period	One month
Notice period	One month for both employer and employee
Hours	0.1 (approx. two days per month), worked flexibly
Salary	£30,000 FTE (£3,000 pro rata)
Responsible for	The Bookkeeper has responsibility for processing financial transactions, maintaining financial records and financial reporting. Key to the role is ensuring effective financial processes that support the team and contribute to the success of the organisation.
Closing date	Friday 28 November 2025, 5pm
Interviews	Week beginning 8 December 2025
Location	The successful applicant would work from their own base.

Duties and Responsibilities

This outline is intended as a guide rather than an exhaustive list, and we are open to shaping the role to suit the skills and experience of the right candidate.

Financial Management

- Process invoices and expenses claims, and general ledgers (currently using Xero)
- Manage payroll
- Maintain and reconcile bank records
- Manage donations and process Gift Aid claims
- Work with the staff team to prepare management accounts, forecasts, and financial reports for the Board and funders.
- Support the preparation of year-end accounts, liaising with staff, Board, and external auditors.

Event Support

- Work with staff to ensure all donations at events are properly recorded and reconciled (cash, card, floats, transaction sheets).

General Duties

- Attend relevant meetings, including Board meetings if required.

Person Specification

Essential

- Experience in cash handling, banking, and producing financial reports.
- Understanding of accounting principles and practices.
- Strong organisational, administrative, and IT skills, with excellent attention to detail.
- Ability to manage workload independently, prioritise tasks, and meet deadlines.
- A collaborative, flexible approach, and enjoyment of working as part of a small, dedicated team.
- Alignment with the values and ethos of Sound Waves.

Desirable

- Experience using Xero.
- Experience in small charities, third sector organisations, or arts/cultural organisations
- A relevant qualification in bookkeeping or accounting

How to Apply

Whilst this job is remote and we welcome applications from anyone based in the UK, we would particularly encourage those with a connection to Mull or the wider area to apply.

We particularly welcome applications from those protected under the 2010 Equalities Act due to age, gender reassignment, marriage and civil partnership, disability, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Those with caring responsibilities and on low incomes are encouraged to apply, and we will work to make provision where possible. We will accept applications in any preferred format (including audio or video), and meet any interview expenses.

If you are interested and have any questions, please contact info@soundwavesscio.org.uk

To apply, please send a current CV and a covering letter detailing your interest in the role (no more than two sides of A4) to info@soundwavesscio.org.uk

Applications from interested individuals should be received by 5pm on **Friday 28 November 2025 at 5pm**. Interviews will be held online from the week beginning 8 December 2025, with Trustees.

Any access requirements for online interviews will be met.

Artistic Directors

Maxwell Quartet

General Manager

Vacant

Project Manager

Laura Mandleberg

Board of Trustees

Christine Anderson

Jane Burnside

Tom Forrest

Jennifer Henderson

Adrian Lear

Jamie Munn (Chair)

Helen Murray

Sound Waves

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