



## Hear My Music - Who we are

Hear My Music is a Scottish charity (SC048278) enabling people with complex needs and/or additional support needs and/or autism to express themselves as individuals through inclusive participant-led music making.

We deliver projects from our base in Cathcart Trinity Church in Glasgow's south side, as well as in schools and community venues all over Scotland.

Our projects include:

- **ASN school projects**
- **School inclusion projects**
- **Adult music classes**
- **Long-term work with individuals**
- **After-school sessions for autistic children/young adults**
- **Volunteering opportunities for young adults with disabilities**
- **Staff training**

All our work is led by the core principle that individuals with complex needs often have little control over their immediate environment, but when given an opportunity to express themselves and be fully listened to by influencing and controlling their musical environment, they can find their voice, express themselves and be truly 'heard'.

- **It is the participants working within HMM that control and lead the creative music making process**
- **HMM focuses on the musicianship of all participants - the abilities and skills and not the disability.**
- **Consistency is key - we work with our participants for as long as *they* identify they want to, and when possible always with the same HMM practitioners**

We have an excellent track record of promoting the abilities of those who find it difficult to have their voices heard, and providing projects that enhance individuals' lives.



**Role – bookkeeper**

**Location – Cathcart Trinity Church, work from home**

**Contractual arrangements – freelance part time, 2 hours per week with flexibility as needed during busy periods.**

**Rate of pay - £15 per hour**

**Start date – 25<sup>th</sup> April 2022**

**Report to – Emily Carr-Martin, Creative Director**

**Role description**

- To input data, day to day bank transactions, (downloaded from coop bank) to sage and allocate each transaction to projects and funders weekly
- To create monthly invoices in sage
- To chase up outstanding invoices with escalation to the Creative Director and then the board if unpaid
- To input payroll data in sage from payroll reports produced by the Scottish Training Foundation
- To work with Brett Nichols Associates to produce management accounts for funders as and when they are needed