



## Glastonbury Festival 2025 – Finance Assistant

<b>Based at;</b>	Worthy Farm, Pilton, Somerset, BA44BY
<b>Reporting to;</b>	Finance Manager & Accounts Manager
<b>Duration;</b>	March – August 2025 FTC <b>Applications Close 8<sup>th</sup> January 2025</b>
<b>Hours;</b>	March – Mid April starting at 3/4 days per week (Mon – Thurs), increasing to 5 days a week until June when it will be 6 days per week. In July working days will reduce to 5 days/week, but additional hours will be required. Our standard office hours are either 9am – 5pm or 10am – 6pm, but evenings and weekend working will be required during the busier times.
<b>Pay rate;</b>	£14/hr

### Duties;

This role will be based within the busy offices for Glastonbury Festival. The role will require attendance at Worthy Farm, Pilton, Somerset, BA4 4BY, our standard office hours are 40 per week, but additional hours are likely to be required in June and July. 12/14 hour days are likely and weekend working will be required throughout June. You will be paid for all overtime worked by the hour.

The successful candidate will assist with financial administration and other tasks, which may include amongst others;

- Data entry
- Invoice Processing using Sage
- Checking, processing & filing of invoices
- Reconciliation
- Ad hoc tasks as required in the finance office.

As well as generally providing support to the various functions in the day to day running of the office.

### Requirements;

Good organisational skills, an eye for detail and enthusiasm to learn are essential. Previous experience in a finance or administration role would be advantageous. Computer proficiency is required, with a knowledge of Excel, Word and Outlook being preferable, as well as experience with Sage, or other accounting software. As the role will be varied, the ideal candidate will be able to manage and prioritise workflow, be confident yet discreet in communicating with others, and have the ability to resolve problems, with a 'can do' attitude.

Experience in a finance role would be helpful, as well as basic maths, and proficient written and verbal communication. Previous experience in a Festival/events environment would be desirable but is not essential.

Above is a general outline of the role, however, it is likely that the candidate would get involved in other aspects of the Festival organisation on an ad hoc basis in the Festival office, subject to agreement by their line manager. Applicants must understand this is not an 'easy ticket' to the Festival. There will be a requirement to work throughout the Festival period, and generally 'muck in' as required. **The role is based at our offices in Pilton.**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you require any reasonable adjustments as part of the recruitment process or when employed, then do let us know.

**For further information and to apply, please email a copy of your CV and covering letter to [hr@glastonburyfestivals.co.uk](mailto:hr@glastonburyfestivals.co.uk)**

*In order to work for Glastonbury Festival you must have the Right to Work in the UK. Individuals from outside the UK must be in possession of a work permit to allow them to take up employment. For more information please visit the Government's Working in the UK website. As most roles are for a short period, our ability to gain a UK work permit for potential employees from outside the UK is extremely limited.*

*Information submitted via this application is held by Glastonbury Festival Events Limited under the provision of the General Data Protection Regulation for a maximum of 12 months. We will process your information in accordance with our privacy policy and we will not pass your details on to any other organisation. For more information please visit <https://cdn.glastonburyfestivals.co.uk/wp-content/uploads/2024/02/Recruitment-Privacy-Notice-Glastonbury-February-2024.pdf>*