We request that applicants to not use ChatGPT or simialr generative AI toos when completing the tasks.

**Task 1**

[Download this spreadsheet](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Jobs/Task%201%20document_for%20applicants_Apr25.xlsx) (Excel).

1. There are between 5 and 10 errors in the spread sheet. Please highlight the cells with errors in yellow and add a note about what you think the error is in column J.

Some things to note:

* All data in columns C to G is correct.
* We ask for payment to be made within 30 days of the invoice date.
1. Within the spread sheet please provide a summary of:
	1. The total amount of money due for the OTR service, and any difference with the amount received.
	2. The total amount due for the MMP service, and any difference with the amount received.

You submit your responses to this task by uploading the spread sheet with your changes to the application form question for task one.

\*Should take approx. 15 mins to complete.

**Task 2**

A member has requested to use our OTR services. They are a voluntary treasurer of a busy leisure-time music group. Before we can deliver the service, we need some information from them (their full name, date of birth and all residential addresses in the last 5 years). We have sent a form by email requesting this information twice, and received no response. If we don’t get the information within the next 2 weeks there is a risk that we will not be able to deliver the OTR service for them.

1. Please write an email to the member to try and resolve this issue
2. Please let us know what steps you could consider taking to try and resolve this.

The answers for this task should be entered directly into the application form question for task two.

\*Should take approx. 10 mins to complete.

**Task 3**

This job will be covering three areas – finance administration, membership administration and looking after the office.

Quite often you may have to decide what tasks on your to-do list need your attention first and which new tasks which arrive unexpectedly on your desk need urgently dealing with and which ones can wait.

Put the tasks in the order you would tackle them (from first to last) and provide an explanation of why you would complete the tasks in that order:

1. A colleague sends you a text to say they are not well and will not be in today.
2. Your manager has asked you to invoice for all the adverts in the last edition of our magazine by the end of the day.
3. Two boxes of membership magazines are blocking the emergency exit.
4. It is your responsibility to process all new group applications for that day. This task usually takes half an hour of your time.
5. You realise the PAT testing for all the electrical equipment needs to be done in the next 2 weeks to comply with Health & Safety regulations.
6. There are 30 cheques waiting to be processed and paid in at the bank – this needs to happen today to fulfil the terms and conditions of our contract with our insurers
7. Your manager has assigned you a large ongoing data cleaning task which needs to be completed by the end of the following week.
8. A member has emailed to say that the Making Music website isn’t currently working and is showing an error message.
9. You are booked on an update course this afternoon which your manager has asked you to attend and report on.

The answers for this task should be entered directly into the application form question for task three:

* Please list the tasks in the order that you would approach them (numbers only)
* Provide a short explanation of why you have chosen to do them in this order.

\*Should take approx. 15 mins to complete.