

## Please let us know if you would like this document in another format

## Job description

Title of Post: Finance Manager

Contract & hours: Part-time post 3 days per week (22.5 hours)­

Location: London (but postholder can work remotely from anywhere in the UK)

Salary: £34,000-£38,000 pro rata, depending on experience and location

Reporting to: Chief Executive

Updated: April 2021

# General Information

Sound and Music’s Finance Manager makes a key contribution to the effective management and function of the organisation. The role encompasses responsibility for bookkeeping, payments and financial management, as well as a key role in supporting the Chief Executive in financial planning and monitoring. We are looking for applications from candidates with strong financial, administrative, planning and organisational skills including an exceptional eye for detail and ability to keep accurate records. In particular we are looking for candidates comfortable with digital financial packages and processes.

The post reports directly to the Chief Executive and also supports the rest of the senior management team to plan and monitor budgets, establish robust systems and monitor income and expenditure against budget. As such, the postholder makes a key contribution to Sound and Music’s mission, which is to maximise the opportunities for people to create and enjoy new music.

Key objectives of the post are:

* Maintaining up to date and accurate financial records, including monthly management accounts
* Preparing annual statutory accounts, the audit file and responding to audit enquiries
* Ensuring that payments and sales invoices are processed accurately and in a timely fashion
* Completing Sound and Music’s transition to digital financial management and processes using Sage 50 and other platforms, liaising with other team members and the IT provider
* Financial planning including the annual budget setting process, liaising with the Chief Executive and other members of SMT
* Overseeing key areas of organisational expenditure including salaries and leases as well as office overheads
* Ensuring compliance with the requirements of Companies House, the Charity Commission, Arts Council England and any other relevant public body
* Ensuring compliance with the requirements of the Pensions Regulator, including administration of the company’s pension scheme, and the requirements of auto-enrolment
* Supporting the team with budget setting and monitoring income and expenditure

The postholder will also attend and contribute to meetings of Finance Subcommittee, to whom the Board delegate responsibility for detailed scrutiny and monitoring of the finances of Sound and Music, including overseeing the annual audit, risk management, scrutinising financial reports and the annual budget before Board meetings, and managing the investment of Sound and Music’s endowment. The successful candidate will therefore have a mature attitude and strong financial communication skills.

Sound and Music works nationally and has a small but dedicated team with offices in London. Following the 2020-21 lockdown, we are moving in late April/early May 2021 to new offices in Oxford House, Bethnal Green, with the option for staff members to work in the office, or remotely, or a mix.

Sound and Music also offers a range of professional development opportunities as part of a policy to promote staff training and development.

# Key Responsibilities

Book-keeping

* Maintain and keep up to date Sage 50 financial software
* Manage payroll through an external bureau and pay monthly PAYE and NICs to HMRC. Investigate any discrepancies
* Manage the purchase ledger process ensuring all invoices have been authorised and correctly completed, including purchases made through the company credit card
* Maintain sales ledger and produce sales invoices as required
* Credit control
* Keep an up-to-date diary of all staff leave; time off in lieu and absences due to illness or other absences, ensuring that the policies of the staff handbook are adhered to. Calculate holiday allowances for staff
* Process and pay all employee expenses
* Cash management, including maintaining and monitoring cash balances at bank
* Maintain and keep up to date the fixed assets register
* Ensure Charity Commission reporting is completed in a timely fashion
* Maintain and update the Financial Procedures Manual

Financial management

* Working with the CEO to set and monitor the organisation’s annual budget and monthly forecasts
* Working with CEO and SMT on business plans and associated monitoring and reporting
* Complete the move to digital of Sound and Music’s financial management and associated processes
* Lead the relationship with the auditor, including producing statutory accounts, preparing the audit file and following up any queries with the auditor
* Set and monitor the overheads budget for Sound and Music
* Prepare monthly management accounts, including calculation and processing of accruals, prepayments and depreciation
* Meet with budget holders to assist in setting up project budgets and to make any necessary adjustment to management accounts forecasts, highlighting any potential issues
* A number of agreed funder reporting duties including submitting financial information to Arts Council England
* Assist Development team with maintaining Gift Aid records and completing Gift Aid returns
* Ad hoc project reporting and budgeting as required by members of senior management team
* Administration of company pension scheme, including lead point of contact for pension provider, and ensuring that auto-enrolment and other requirements of the Pensions Regulator are adhered to
* Responsible for administration for all tax issues including VAT quarterly tax returns, (including partial exemption calculation) and Corporation Tax

External relationships

* Prepare documents for and attend Finance Subcommittee
* Assist in the calculation of the quarterly drawdown from Sound and Music’s endowment, liaising with Sound and Music’s investment managers
* First point of contact for all payment related enquiries from suppliers/customers
* Maintain effective working relationships with larger suppliers (). Lead negotiations for any new leases

Sound and Music is a small team and all team members are expected to be flexible about taking on other duties necessary for the fulfilment of their role.

## Common requirements for all posts

* Be a creative contributor to the development of the organisation and its relationship to the sector
* Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
* Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
* Contribute to the organisation’s understanding of diversity and its implications for the arts and how it informs all the organisation’s decision-making
* Ensure adherence (at all levels) to the organisation’s required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection, and Health and Safety and other statutory requirements
* Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
* Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
* Provide excellent customer service in dealings with the public and Sound and Music’s community
* Work in the best interests of artists, arts organisations and audiences throughout the country

# Selection Criteria

Applicants will be shortlisted and selected on the basis of the following information:

1. Your experience (including transferable experience) – from your application form (30%)
2. The quality and accuracy of your written responses to the application form (30%)
3. How well you demonstrate the following essential criteria for the role (40%):
* Relevant professional qualifications
* Experience in charity accounting and financial reporting
* Familiarity and ease of use of accounting software (including Sage and Excel)
* Experience of book-keeping and budget setting within an equivalent sized organisation
* Excellent reporting skills
* Experience of managing external suppliers and being a friendly point of contact for them
* A commitment to accurate, detailed reporting
* A track record of seeking ways to make existing financial processes more efficient and automated over time
* Ability to work independently as well as part of a team, balancing competing priorities and working to deadlines
* A commitment to equal opportunities and diversity