



More Music

FINANCE MANAGER

Information for
Candidates



FINANCE MANAGER

Thank you for your interest in the post of Finance Manager at More Music.

This post is being advertised following an organisational restructure. This pack contains the necessary information for you to understand what kind of candidate we are looking to recruit and what the role entails. We are working with our Board of Trustees to support this recruitment process.

If you have any enquiries about the post, the application process, require assistance with the forms or would like an informal conversation, then please email rebecca.lockley@moremusic.org.uk and we will ensure that someone will be in touch to provide the relevant information.

The application and equal opportunities monitoring forms can be found at www.moremusic.org.uk/work-for-us

To submit an application you are required to complete and return three elements by email to recruitment@moremusic.org.uk

- Your completed application form
- A covering letter/email (no more than 450 words)
- A completed Equal Opportunities Monitoring Form

Salary: £30 - £33,000 per annum pro rata

Number of hours - 21 per week (neg.) with possible flexible and home working.

Application deadline: **20th December 2021**

Formal Responses no later than: **5th January 2022**

Date for Interview: **12th January 2022**

Applications received after this time will not be considered

Electronic applications are encouraged. Postal applications and CVs are generally accepted in relation to a reasonable adjustment request under the Equality Act 2010



ABOUT MORE MUSIC

Background

More Music is an organisation renowned nationally and internationally for our community and education music programmes. We have a reputation for consistent, high quality work with audiences and participants, built over 25 years and the difference we make to people's lives through music and art is at the core of our values and mission.

Despite the challenges of the global pandemic, we are presently in a stable financial position demonstrating our resilience and robust financial planning over the last 2 years.

In addition to Arts Council England National Portfolio Organisation funding, a significant part of our income is centred on our status as a national Youth Music Fund C provider until 2022 along with trust and foundations and earned income. We continue to be dynamic in our approach to fundraising, extending and diversifying our income streams where appropriate.

We also work extensively with Music Hubs and the education sector with both delivery and strategic roles.

Working locally and nationally, we produce exceptional festivals, gigs, events and workshops, with a focus on building confidence and spirit in individuals and communities: our international reach includes Hong Kong, southern China and northern Brazil.

We are part of a partnership of cultural organisations contributing to the economic and social vitality of the district of Lancaster, home to Lancaster University, who feature in the top twenty in The Times and Sunday Times Good University Guide 2021 and The Guardian University Guide 2021.

More Music has a strong presence in the West End of Morecambe where we are based. It is an area that experiences numerous challenges, both social and economic. We have recently worked with a PhD student from York St John University studying the impact of our work in our very local community.

We are committed to training and progression for young people and we run Arts Award and Youth Leadership programmes.

Our building is a vibrant community hub with a diverse set of spaces including a suite of rehearsal, recording and creating rooms, offices and a music, function and event venue. Holding up to 220 people, it is a unique and valuable asset in which we programme and present innovative and exciting work.

We are keen to maintain our position as a leading organisation in community music and education and to develop further opportunities around our venue while remaining committed to our core values.



MORE MUSIC ORGANISATIONAL STRUCTURE

Board of Trustees
Executive Director

ADMINISTRATION

Finance Manager
Marketing and Communications Manager
Facilities Manager
Technical Manager
Finance and Monitoring Officer
Marketing Officer
Office Administrator
(all part time)

PROJECT MANAGEMENT

Creative Projects Manager
Youth Programme Manager
Education and Inclusion Manager
Workforce Development Manager
Musicleaders
Mentees
Volunteer

Staffing and Governance

More Music has a core team of 24 staff made up of administrative and musical roles. There is a wider pool of freelance artists that we engage from project to project.

The Board of Trustees meets 6 times a year. A Finance Working Party meets up to 6 times a year and other task and finish groups develop when the need arises.



JOB DESCRIPTION

Job Title: Finance Manager

JOB PURPOSE:

You will work with the Finance Officer to lead the effective planning and implementation of the organisation's financial systems. You will support the Board of Trustees and the Executive Director by providing cohesive and accurate financial information to support business planning and fundraising.

You will have excellent financial skills, the ability to plan and have an eye for detail. You will have an understanding about funding and finance in the charitable arts sector including dealing with multiple revenue streams.

You will value the arts and social change and join a team with genuine commitment to the organisation's success, values and mission.

Reporting to: Executive Director

Responsible for: Finance Officer

HOURS AND PAY:

Negotiable Part Time Contract - 21 hours per week.
Flexible and remote working negotiable.

Salary Scale £30,000 to £33,000 pro rata.

MAIN RESPONSIBILITIES:

- Contribute financial information to the business planning cycle, reporting to the Executive Director and Trustees
- Working with the Board of Trustees, the Director and the Finance Officer to lead More Music's financial planning process and sustainability through effective financial management and planning
- Produce financial reports, budgets, projections, advice and analysis for discussion and approval and to meet the needs of the trustees, staff, partners and funders

- Work with the accountants to prepare the charity's annual statutory accounts and audit
- Oversee payroll functions, and banking processes
- Ensure efficient and effective financial systems, procedures and controls are in place and compliance for all central accounting functions across the whole organisation
- Provide the financial acumen required to support the fundraising strategy, working with the Executive Director and Department Leads and other staff through shared application and reporting processes
- You will need to ensure budget holders are supported to meet reporting requirements to maintain an accurate and timely accounting system and be able to respond to changes in artistic activity
- Provide line management to the Finance Officer (whose role includes CRM) and all reporting, monitoring and evaluation systems, ensuring timely contributions from team members and that all data systems are GDPR compliant
- Provide line management to the Finance Officer to oversee and implement data collection and evaluation procedures
- Ensure your working practice complies with financial legal responsibilities and inform the Executive Director and Board of Trustees of legislation / changing legislation and any issues arising
- Provide support where necessary to develop and implement appropriate systems and policies that facilitate the smooth, efficient and safe running of the organisation working with the Facilities Manager and the Company Administrator.

GENERAL RESPONSIBILITIES:

- Act as an advocate for the company, communicating enthusiastically and confidently about our work at all times
- Work in line with the company's mission, vision and values and comply with the Code of Conduct, policies and procedures
- Offer a high level of customer and audience care at all times
- Be available to work occasional evenings and weekends when required along with a handful of meetings and company commitments throughout the year
- Adhere to Health and Safety procedures at all times
- Carry out all other duties as reasonably requested to help the company achieve its objectives

ADDITIONAL :

More Music is an equal opportunities employer and is committed to attracting and recruiting candidates from all diverse groups and communities.

As a family-friendly organisation, working hours can be flexible.

Holiday entitlement: 25 days per annum (plus public holidays) pro rata.

No overtime is payable but Flexi/TOIL may be taken in agreement with the Executive Director.

The above provides example duties under the responsibilities and is not an exhaustive list. All other duties as reasonably requested.

Person Specification Essential:

EXPERIENCE:

- Demonstrate an excellent competence in financial management, development and implementation of procedures and strategic planning
- Demonstrate experience of playing a managerial role in the finance function of an organisation, preferably with some experience of arts, not for profit or charity sector
- Experience of managing complex budgets across multiple areas and departments
- Management and development of operating systems

SKILLS:

- Outstanding organisational skills and the ability to work under pressure and manage multiple priorities
- Experience in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control
- Development and upgrading of data collection, monitoring and evaluation tools, systems and procedures
- Strong communications skills
- Excellent interpersonal and problem-solving skills
- A high level of computer literacy, including use of Microsoft Word and Excel
- Experience of developing financial systems and had responsibility for budget and cash-flow monitoring
- Experience of IT and communications systems
- Confident, professional, enthusiastic and self-motivated
- Able to act as an advocate and represent the organisation's work and values
- Ability to work independently whilst also being able to work as part of a team
- Ability to support other staff
- Commitment to personal development and training
- Some experience of payroll, HR policies and awareness of general HMRC legislation
- Working knowledge of Sage Line 50 or similar accounting software

Desirable but not essential:

SKILLS & EXPERIENCE:

- Experience of working in a team to develop a fundraising strategy with income generation opportunities, knowledge of funding and fundraising networks for the arts, charities and/or education
- Devising, implementing and monitoring organisational policies and procedures - particularly around finance
- Line management of staff
- CRM development management
- Reporting to Arts Council or similar funding bodies
- A passion for the arts

Your appointment will be dependent on:

- An enhanced DBS Check
- Satisfactory references



VISIT

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WEB

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