



## Finance and Operations Manager

More Music is seeking an exceptional and experienced Finance and Operations Manager to join our leadership team, following the retirement of our Finance Manager. More Music has more than 30 years of experience delivering innovative creative projects that showcase imagination, flexibility, collaboration and connection to individuals and communities. As a flagship community arts organisation with Arts Council England National Portfolio Organisation status, More Music has a strong local, regional and national reputation in providing best practice through creativity, experience and championing community music and arts.

By joining More Music, you will be part of a team creating memorable, high quality musical experiences for people of all ages and abilities in Morecambe and across Lancashire. You will play a key role in the leadership of More Music, supporting the Executive Director and Trustees by providing accurate information to aid decision making, reporting and fundraising. Your role will be central to the ongoing resilience of More Music, building on the existing systems and procedures and supporting the organisation to continue to flourish and grow.

### About More Music:

**More Music** is a community music and education charity based in the west end of Morecambe, working throughout Lancashire, the North-West and nationally. Our inclusive year-round programme covers a breadth of music making and creative activity, involving people of all ages and backgrounds. We are one of the longest running and most highly regarded community music organisations in the UK.

More Music has over 30 years' experience of delivering music and arts projects that demonstrate flexibility, inclusivity, imagination, partnership and connection. We are delighted to be an Arts Council England National Portfolio Organisation and to be supported by Youth Music's Catalyser Fund, Garfield Weston Foundation, Lancaster City Council and as a core member of Lancashire Music Hub.

**Our Mission:** More Music aims to build confidence and spirit in individuals and communities through creative arts activities, particularly music.

### Our Values:

**Access:** To create opportunities for people from across the social spectrum including people from diverse communities and those with different needs.

**Imagination:** To create new and innovative work of the highest quality that gives individuals an opportunity to discover and share their unique voice.

**Community:** To lead on work that transforms communities and develops practice that uses the arts to transform people's lives.

## Job Description

<b>Job Title:</b>	<b>Finance and Operations Manager</b>
<b>Job Purpose:</b>	To manage the day-to-day financial operations of the company working closely with the Executive Director. You will have excellent financial skills, the ability to plan and have an eye for detail. You will be passionate about the arts and social change and demonstrate a genuine commitment to the organisation's success, values and mission.
<b>Reporting to:</b>	Executive Director
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full Time Contract
<b>Salary Range:</b>	£33,000
<b>Holiday Entitlement:</b>	25 days per annum (plus public holidays) No overtime payable. Flexi/TOIL may be taken in agreement with the Executive Director.
<b>Notice Period:</b>	Three months
<b>Probationary Period:</b>	Six months

## **Main objectives**

- To ensure efficient and effective finance function at More Music
- To manage the financial activities of the company to allow long term planning, ensuring effective operation and implementation of necessary control measures
- To provide guidance and implement new financial procedures and policy
- Supporting fundraising with preparation of accounts, financial and budgetary information
- Operational management including supporting HR (external provider) managing IT support (external provider), risk management and health and safety

## **Key Responsibilities and Tasks:**

### **Budgeting and forecasting:**

- Produce annual budgets, quarterly budget forecasts, and scenario models for the organisation, ensuring due diligence and financial viability.
- Support grant applications with budgets and financial commitments

### **Governance & Reporting:**

- Produce monthly management accounts, including variance reports, analysis by income streams, and cashflow forecasts.
- Present financial reports for the quarterly board meetings and Finance Working Party Meetings.
- Complete statutory reporting to Companies House, the Charity Commission and HMRC.
- Submit the relevant reports to funders to ensure timely receipt of grant payments.

### **Financial management:**

- Manage and run ongoing company financial systems using XERO accounting software and Excel
- Process supplier invoices and carry out twice-monthly payment runs.
- Raise customer invoices for project commissions, workshops, events, and other income due.
- Carry out credit control for overdue customer invoices.
- Manage payroll, including monthly payments to HMRC, payroll year end, and pension contributions.
- Act as one signatory (all payments are dual authorised) and main point of contact for all company bank accounts, credit cards and payment portals.
- Manage bank accounts, including weekly monitoring of transactions and income matching, managing bank mandates and online access.
- Manage company credit cards, ensuring strong controls and adequate accounting for individual cardholders' usage.
- Respond to financial queries from customers, suppliers, funders and staff members.
- Manage grant receipts.
- Keep a record of all grants received annually, allocations to restricted and non-restricted funds for audit reporting.
- Oversee payment systems (including floats) for ticket sales, bar income and workshop subscriptions

### **Accounting:**

- Carry out monthly bank account and credit card reconciliations.
- Complete month-end procedures, including processing accruals, prepayments and depreciation.
- Maintain the fixed asset register and inventory list.
- Ensure accurate accounting for restricted and unrestricted funds.
- Complete year-end procedures and prepare draft statutory accounts for the external accountant, together with schedules to support the figures and workings in the statutory accounts.
- Act as the main point of contact to the external accountant, providing all required information.

### **Operations Support:**

- Ensure HR procedures are up to date including contracts, policies, holiday and time off recording
- Liaise with the HR Consultants and IT Support and other operations external consultants as appropriate and required
- Support the work of the Executive Director and Board in steering More Music towards more robust business resilience and financial governance while maintaining and expanding the existing systems and procedures

### **Risk management:**

- Lead on maintaining the organisation's strategic risk register.
- Ensure adequate annual insurance.
- Regularly review the reserves policy to ensure that it meets the needs of the organisation.
- Carry out regular reviews of systems, procedures and financial controls to ensure they are fit for purpose.

### **General responsibilities:**

- Work in line with More Music's mission, vision and values and comply with the Code of Conduct, policies and procedures, including health and safety.
- Act as an advocate for More Music, communicating enthusiastically and confidently about our work
- Offer a high level of customer and audience care
- Be available to work occasional evenings and weekends when required
- Attend training where required and relevant
- To facilitate the smooth running of the organisation by responding promptly to all emails and phone calls.
- The above provides example duties under the responsibilities and is not an exhaustive list. All other duties as reasonably requested.

## **Person Specification**

### **Essential knowledge, skills and qualities**

- A professional finance qualification, part-qualified, or qualified by experience
- Experience of playing a leading role in the finance function for a charity, including non-for-profit accounting and managing complex budgets across multiple areas and departments
- A high degree of competence in financial management, development and implementation of financial policy and procedures and strategic planning.
- Fully financially literate and experienced in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control.
- Strong IT skills including relevant accounting software (XERO) and Microsoft Office 365 (particularly Excel)
- Excellent communication skills, oral and written, and the ability to communicate and interpret complex financial information for non-specialists
- Excellent attention to detail with high level of numeracy and accuracy
- Ability to resolve problems using own initiative and an eye for financial opportunities
- Outstanding organisational skills and the ability to work under pressure and manage multiple priorities
- Self-motivated and enthusiastic to learn new skills and ways of working
- Ability to work independently whilst also being able to work as part of a team.
- Able to act as an advocate and represent the organisation's work and values.

### **Desirable knowledge, skills and qualities**

- Knowledge of reporting to Arts Council England, Youth Music and other funding bodies.
- Experience of working with Grant Funders, Trusts and Foundations
- Familiarity with appropriate charity accounting practices (SORP regulations).
- Devising, implementing and monitoring organisational policies and procedures.
- Experience of payroll, HR policies and awareness of HMRC legislation.
- A commitment to sustainability and understanding of the climate change agenda
- A passion for the arts

This job description reflects the requirements of More Music in May 2026. We reserve the right to make such changes as are necessary following discussion with the post-holder.

## **Application Process**

More Music is committed to inclusive music making & arts activity for all & as such welcome applications from those who reflect the diverse nature of our community, audiences & stakeholders. We encourage candidates from all backgrounds & from all sectors. As a family-friendly organisation, working hours can be flexible. Please note that the Finance Manager will need to have the right to work in the UK.

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](mailto:rebecca.lockley@moremusic.org.uk)

The application submission forms and full details can be found at [www.moremusic.org.uk/work-for-us](http://www.moremusic.org.uk/work-for-us)

To submit an application you are required to complete and return three elements by email to [rebecca.lockley@moremusic.org.uk](mailto:rebecca.lockley@moremusic.org.uk)

- Application Submission Form
- Cover letter addressing the Job Description and Person Specification, no longer than two pages
- Your Curriculum Vitae, no longer than two pages

Please complete the anonymous Equal Opportunities Monitoring form, found here:  
<https://forms.gle/tXTwhMDgP38Zq5rH7>

**Deadline:** Monday 15 June, 9am

**Interviews:** Monday 22 June