



**SOUTHBANK
SINFONIA**

FINANCE DIRECTOR

(maternity cover)





SOUTHBANK SINFONIA

Classical music needs brilliant young advocates to communicate its power and worth in the 21st century. Every year, Southbank Sinfonia brings together 33 outstanding graduates from all over the world to prepare them for this role.

From Baroque to contemporary and opera to jazz, our musicians tackle a wide range of musical styles as part of an intensive nine month programme. As they plunge into many works for the first time, their appetite is strongly felt by audiences who themselves want to delve deeper into orchestral music. Southbank Sinfonia performs across Britain and Europe, making a blazing case for why classical musical matters.

Central to the experience are partnerships with leading arts organisations. Collaboration with the Royal Opera House and Academy of St Martin in the Fields puts our players alongside the best in the business and gives them first-hand experience of what it takes to be a professional musician today, while partnerships with organisations like the National Theatre enable our players to take their music beyond the usual strongholds of classical music and connect with wider audiences.

Former members occupy prominent seats in leading orchestras worldwide, while others become distinguished chamber musicians and creative entrepreneurs in their own regard, each proudly acknowledging the positive impact that Southbank Sinfonia had upon their progress.

To enable players to devote themselves fully to the experience, every place is free, and every player receives a bursary. A registered charity with an annual turnover of around £1.2m, Southbank Sinfonia receives no public funding and none of our activities would be possible without our very special family of supporters.

southbanksinfonia.co.uk

ROLE OVERVIEW

With its 40-week programme and often over 80 orchestral and chamber performances each year, Southbank Sinfonia is one of Britain's busiest chamber orchestras. In order to achieve ambitious artistic plans each year, the organisation must operate on secure systems and foundations, and be exceptionally diligent and strategic in all financial matters.

A member of senior management, the Finance Director takes a key role in the strategic management of the orchestra, ensuring the financial propriety of the organisation, providing support to the Managing Director and Board of Trustees on all matters relating to financial management and governance. They act as Company Secretary to the charity itself, its wholly-owned trading subsidiary Southbank Sinfonia Ventures Ltd, and its sister charity, Southbank Sinfonia Foundation, established in 2016 to support the charitable aims and Business Plan of the orchestra in the years to come.

Key areas of responsibility include financial strategy and systems, audit, compliance with Companies House and the Charity Commission, payroll and overseeing HR with the Managing Director. To this end, the Finance Director is vital in helping to ensure the security and ongoing stability of Southbank Sinfonia. The Finance Director reports to the Managing Director, and line manages the Administration Manager.

We are now looking for an experienced, trustworthy and hardworking individual to fulfil this role when our current Finance Director is on maternity leave from October/November 2018.

KEY RESPONSIBILITIES

Financial Strategy

- Support the Managing Director in strategic and financial planning
- Prepare a detailed annual budget, forecast and cashflow plan, incorporating individual event budgets and consolidating results across Southbank Sinfonia charity and Southbank Sinfonia Ventures Ltd trading subsidiary company
- Report quarterly to Trustees, on finance, risk or compliance issues, supplying further reports or analysis of specific issues as required

Financial Management

- Prepare monthly management accounts with commentary, with support from the Administration Manager
- Manage the in-house payroll system, ensuring full PAYE compliance
- Manage relationships with the company's auditors, banks and investment managers and lead on reviewing these relationships as instructed by Trustees
- Ensure adequate finance systems, policies, procedures and internal controls are in place
- Ensure timely and accurate submission of annual Orchestra Tax Relief returns; be proactive in working with the orchestra's artistic planners to structure and group activities where possible to maximise the available relief
- Where circumstances require it, lead on seeking advice from specialist legal, financial and tax advisers, either from within the charity's audit firm or externally
- Liaise with EFG Private Bank on management of the charity's held investments
- Keep abreast of best practice, accounting standards and compliance issues
- With the Administration Manager:
 - ensure that financial information is accurate, meaningful and prepared on a timely basis, and that colleagues organisation-wide follow agreed financial procedures
 - cultivate a culture of resourcefulness and awareness of Southbank Sinfonia's financial priorities throughout the organisation
 - oversee management of cash, including foreign currency

Governance and Compliance

- Act as Company Secretary for Southbank Sinfonia , Southbank Sinfonia Ventures Ltd and Southbank Sinfonia Foundation, ensuring meeting venues are set and papers circulated, minuting meetings as required
- Take overall responsibility for HMRC submissions and reporting
- Prepare annual statutory accounts and manage the audit process
- Ensure timely submission of all statutory returns to Companies House and the Charity Commission
- In consultation with the Managing Director, review and develop the organisation's approach to risk management, ensuring its Risk Register is regularly reviewed and approved by Trustees
- Ensure the business adheres to statutory and legal obligations as an employer and a charitable organisation

Personnel

- Line-manage the Administration Manager
- Support the Managing Director with delivery and monitoring of the organisational HR Strategy
- Oversee the Administration Manager in securing suitable visas for sponsored players and employees, and ensure the organisation's compliance with UKVI requirements
- Maintain employee and player records and contracts

Funding

- With the Administration Manager and the Development team, monitor anticipated donation income and ensure pledged payments are received
- Provide support as required on funding applications
- Advise the Development team on legal, tax and compliance issues
- Monitor use of Restricted Funds and be able to give reasonably accurate fund balances at any point

Other

- Maintain an active presence at Southbank Sinfonia concerts and events, and work with all staff to foster strong relationships with donors and audience members
- Represent the orchestra at industry meetings, conferences and forums
- Be an active source of advice to players and alumni regarding their own financial needs
- Retain a flexible approach to work, assuming other tasks within the scope and responsibility of the role as required from time-to-time by the Managing Director

PERSON SPECIFICATION

This is an ideal opportunity for an ambitious individual with a strong track record in financial management – optimally, though not necessarily, within a charity or arts organisation.

We look forward to welcoming applications from a range of candidates and offer the position either on a full-time basis or, for an exceptional candidate, on a part-time basis of a minimum 4 days per week (i.e. 0.8 FTE or above). The position may be well suited to someone with the required experience returning to the sector after a career break or having worked elsewhere for a period. It may also be suited to an exceptional individual who is looking step up to a senior finance role. It may also appeal to someone at a large financial organisation interested in a secondment to help you gain first-hand senior experience in the arts and charity sector.

The following attributes are essential:

- Strong financial acumen
- Experience of strategic financial planning, organisation-wide budgeting processes and cashflow planning
- Good understanding of charity-specific financial issues, including Gift Aid and the impact of charitable status on direct and indirect taxation
- Excellent communication skills; ability to impart financial information to non-finance professionals to enable them to make sound decisions
- Working knowledge of HR requirements
- High level of proficiency in using Microsoft Office, especially Excel
- Education to degree level
- Professional accountancy qualification – completed or in progress
- Excellent attention to detail

The following attributes are desirable:

- Experience of preparing charity accounts and annual reports using the Charities' SORP
- Working knowledge of Xero accounting software
- Experience of senior management in a small organisation or middle management in a larger organisation
- Understanding and appreciation of music, in particular orchestral music, and an understanding of how orchestral logistics impact on financial planning
- Understanding of Orchestra Tax Relief legislation
- Line-management experience

TERMS OF EMPLOYMENT

The role of Finance Director (maternity cover) is offered either full-time or, for an exceptional candidate, part-time for a minimum of 4 days per week (i.e. on a 0.8 FTE or 0.9 FTE contract), to promote flexible working. The role is offered on a temporary basis to cover the period when our current Finance Director will be on maternity leave, commencing October/November 2018. We currently anticipate the contract to be offered until December 2019.

Regular hours of work are Monday to Friday, 9.30am – 6.00pm although Southbank Sinfonia's concerts necessitate some evening and weekend commitments.

Southbank Sinfonia's base and offices are at St John's Waterloo, Waterloo Road, London, SE1 8TY, but the role occasionally requires attending concerts and events across London and sometimes further afield.

Annual leave is 25 days plus statutory bank holidays (or pro rata for part-time employees).

Salary: c. £38,000pa. according to experience (or pro rata for part-time employees).

HOW TO APPLY

The closing date for applications is midday on Monday 6 August 2018.

Applications should comprise:

- a **covering letter** addressed to William Norris, Managing Director, detailing your interest and suitability for this role
- an **up-to-date CV** outlining your relevant employment, skills, experience and qualifications plus the names and contact details of at least two referees who are in a position to comment on you professionally

Applications should be submitted by email to William Norris, Managing Director, Southbank Sinfonia at william@southbanksinfonia.co.uk.

If you are interested, and would like to find out more about the role, or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Jan Bonar, Finance Director on 020 7921 0374 or jan@southbanksinfonia.co.uk.

Thank you for your interest in the role.