

## Live Music Now Scotland Finance Manager: Job Description

Title of post:	Finance Manager (part time)
Description:	Dynamic finance manager required for leading music education & outreach/professional development charity
Accountable to:	Director
Hours:	17.5 hours per week. Flexible working will be considered.
Location:	Edinburgh office space available with flexibility to work from home. Must have the ability to attend regular meetings/events in Edinburgh, Glasgow and wider central belt
Salary:	£33,428 per annum (pro rata)
Closing date:	9am, Monday 5 <sup>th</sup> September 2022
To Apply:	Please apply in writing with the following information: <ul style="list-style-type: none"><li>• A covering letter explaining setting out how your skills and experience meet the person specification</li><li>• An up to date CV giving evidence of relevant experience, in not more than 2 sides of A4.</li></ul> Applications should be submitted to <a href="mailto:jo.king@livemusicnow.scot">jo.king@livemusicnow.scot</a> including Finance Manager in the subject line.
Interviews:	Tuesday 13 <sup>th</sup> September 2022
Start date:	To be agreed - ideally October 2022

### 1) Live Music Now Scotland

Live Music Now (LMN) is a UK-wide music outreach and musicians' development scheme, established by Yehudi Menuhin and its Founder President Ian Stoutzker in 1977.

It has two main aims:

- To promote the transforming experience of live music amongst people who would not normally have access to it, especially those whose lives are restricted by disability, age, isolation or economic circumstance
- To support outstanding artists in the early stages of their careers through fairly paid performing opportunities and training

In normal times, Live Music Now Scotland delivers over 500 events each year in all of Scotland's 32 local authorities, as well as internationally, delivered by a pool of around 120 emerging artists working in small ensembles of different genres e.g. classical, traditional, jazz and pop.

The strategic direction of Live Music Now Scotland's work is led by the Director, with support staff of General Manager, Finance Manager (0.5 FTE), Project Manager (0.4 FTE), Project Co-ordinator (0.4FTE), Project Administrator (0.4 FTE) and Communications Officer (0.3 FTE).

This role is part of the management team alongside the Director and General Manager, contributing to the forward planning and strategic delivery of the organisation.

## 2) Main duties & responsibilities

The Finance Manager is responsible for the overall finance operation of LMNS. They will provide strategic support to the Director and General Manager and deliver the day to day running of the finances and the accounting system to ensure the timely production of monthly and quarterly management accounts, the maintenance of accurate financial records and the delivery of the best possible finance service to Live Music Now Scotland's partners and stakeholders.

They also support fundraising, ensuring accurate financial management of grant funding, governance, acting as Company Secretary, and HR, maintaining organisational policies to ensure they meet all legislative requirements.

The successful candidate will be working closely with the LMNS team, to achieve the following:

### Financial Planning

- Work with the Director and other team members on business and project planning
- Report on a quarterly basis to the Board with monthly management accounts, monthly cash flows, balance sheet and budget review, highlighting key areas on an exceptional basis as appropriate
- Create and maintain appropriate analysis, reconciliations and reporting for monitoring purposes for budget holders
- Development and provision of appropriate/tailored and robust financial monitoring reports for the Director and Board to support informed decision making
- Preparation of adhoc reports as required for the Board
- Liaise with project budget holders to reconcile actual expenditure and monitor and review performance against budget ensuring action taken to realign as appropriate
- Issue invoices
- Ensure written systems and guidelines are in place and regularly reviewed to provide the highest level of financial control across the business

### Budgeting

- Work with the Director to set annual organisational budget
- Production of, monitoring and reporting on project budgets as required
- Undertake ongoing strategic reviews of organisational budgets
- Providing information to support scenario planning and options appraisals as required for the CEO and Board

### Audit and Statutory Reporting

- Overseeing the statutory audit process including planning and management - direct point of contact for external audit
- Ensuring that the statutory accounts are completed in a timely fashion - working with the auditor appointed by the LMNS Board
- Finalisation of audit report and letter of representation and timely formal presentation of these to the Board/AGM
- Ensuring all regulatory, statutory requirements are undertaken
- Efficient and effective control procedures to ensure integrity of financial information

### Accounting Systems

- Ensure all invoices are checked and paid
- Ensuring all transaction are entered into system on a timely basis
- Ensure all appropriate reconciliations are undertaken on a timely basis
- Ensure the correct and timely operation of all matters relating to the accounting system, QuickBooks
- Ensure updating of the organisation's CRM with appropriate information
- Ensure the necessary security passwords and backups are in place
- Reconciliation of balance sheet

### Payroll

- Ensure the correct and timely operation of all aspects of the monthly payroll (processing, checking, BACS payments, journals)
- Ensure the correct and timely administration of the monthly and annual HM Revenue and Customs (HMRC) returns (PAYE/NI, Section 16, FET)
- Ensure the correct and timely administration of all other payroll deductions (pensions, student loans)
- Ensure the legal requirements for Auto Enrolment and GDPR are met

### Banking

- Maintain appropriate bank accounts for organisation funds in order to maintain required access to funds, maximise potential interest and ensure FSCS guidelines are met
- Ensure the correct and timely operation of all matters relating to the bank accounts and using the on-line banking system to arrange payments, check balances, transfer monies between accounts and pay salaries
- Daily checking of the bank accounts
- Ensure prompt banking of any cash and cheque receipts
- Ensure monthly payment of staff expenses

### Fundraising

- Undertake reconciliations of funders and donors' income
- Prepare all required financial information for funding applications including Creative Scotland
- Prepare all required financial information for funder reports including Creative Scotland
- Coordinating the process for Creative Scotland applications and reports that require cross team input
- Support funding application process through planning meetings and application coordination as required
- Prepare the regular Gift Aid claim for submission to HMRC – at least annually
- Support individual fundraiser events as appropriate
- Coordinate the creation of the organisation's annual review to share with funders and support fundraising

### Company Secretary & Board

- Act as Company Secretary for the organisation
- Complete annual returns to Companies House and OSCR and ensuring that the organisation is kept up to date with all statutory regulations and requirements

- Co-ordinate Finance & Risk Committee
- Support Board co-ordination
- Co-ordinate annual risk register review

#### HR

- Ensuring all policies pertaining to HR are current and up-to-date
- Manage recruitment for the organisation, ensuring best practice is followed
- Maintain HR records, including staff contracts, annual leave, expenses, sickness, maternity etc, ensuring storage meets GDPR and data retention requirements

#### Insurance

- Ensure all company insurance policies are up to date and meet the company's needs
- Liaise with Insurance Broker on annual renewals and any claims

#### Asset Management

- Keep an accurate asset register
- Negotiate and manage supplier contracts as appropriate: rent/utilities/telecoms etc.

#### General

- Attendance at quarterly LMNS Board meetings
- Attend and contribute to regular staff and planning meetings
- Attend concerts to maintain awareness of LMNS delivery and build relationships with musicians
- Undertake any other duties as requested by the Director, relevant to this post.

### **3) Terms & Conditions**

The post is contracted on an employed permanent basis. The salary will be £16,714 per annum for 17.5 hours a week, and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
  - i) twelve weeks' notice of termination on either side;
  - ii) a probationary period of three months.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) Live Music Now Scotland provides a pension scheme for all eligible staff, currently set as 3% of salary, with employee contributions at 5%.

### **4) Equal Opportunities**

Live Music Now Scotland endeavours to be an Equal Opportunities employer. LMNS will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity

- to be treated fairly at all times regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

## 5) Safer Recruitment

LMNS activities often involve working with children, young people and adults at risk and with responsibility for organising these an understanding of safeguarding issues is essential. Appropriate checks will be undertaken with Disclosure Scotland for those coordinating LMNS activities and offers of employment are dependent on this.

## 6) Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office or email [jo.king@livemusicnow.scot](mailto:jo.king@livemusicnow.scot) so that suitable alternatives can be discussed.

This job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. It is subject to change, and will be reviewed regularly.

### LMNS Finance Manager: Person Specification

	Essential	Desirable
<b>Experience</b>		
Relevant experience in a finance role in an organisation of a similar size	x	
Thorough understanding of accounting principles	x	
Practical experience of preparing management and statutory reports	x	
Experience of using Quickbooks software	x	
Experience of processing payroll and understanding of payroll and HR legislation	x	
2-3 years practical experience at Manager level	x	
Knowledge of charity SOPR and charity statutory accounting		x
Experience of working in a cultural organisation		x
An interest in music		x
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.		x
<b>Skills/competence</b>		
Proven organisational skills with the ability to manage a varied work-load and plan time effectively	x	
Attention to detail	x	

IT literate with a high level of Microsoft Excel knowledge	x	
Excellent communication skills, written and verbal	x	
Able to work with a wide range of stakeholders	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Able to remain calm under pressure and solve problems	x	