

# Head of Finance and Administration

## Job Description July 2025

**Contract:** Permanent, full time, starting September 2025

**Reporting to:** Chief Executive

**Line Managing:** Executive Assistant, Digital Support Apprentice

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### WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in the role of **Head of Finance and Administration** with NYOS, the National Youth Orchestras of Scotland.

I joined the organisation as Chief Executive in January 2022 at a time of renewal and recovery. We have since undertaken a full strategic review, consulting with stakeholders about NYOS' role in the lives of young musicians and its place within the Scottish musical landscape (see [www.nyos.co.uk/soundings](http://www.nyos.co.uk/soundings)). The review helped inform a new vision and a strategic plan, which we will refresh towards the end of 2025 ([About NYOS](#)).

NYOS is overseen by a non-executive Board of Directors and in 2022 we recruited three Young Trustees to the Board for the first time. We have just celebrated the appointment of one of these Trustees, Dr Samuel White, as our new Chair ([New NYOS Board Appointees](#)).

The NYOS management team currently consists of nine full-time and one part-time members of staff, and a fundraising consultant. Each year we also collaborate with numerous freelance conductors, soloists, workshop leaders, tutors, and pastoral support workers to deliver our programmes.

It is an exciting time to work for NYOS as we build on an amazing legacy and develop new plans, including working towards our 50<sup>th</sup> anniversary year in 2028-29. We are looking for a Head of Finance and Administration who shares our ambitions and values and wants to be part of a small, friendly team that takes pride in nurturing and celebrating Scotland's outstanding young musicians.

As a member of the Senior Management Team, you will work closely with the Board, Chief Executive, and other senior managers to refresh and implement NYOS' strategic plan and business planning. Our outgoing Head of Finance and Administration has introduced a new finance system and CRM, and we are about to launch a new website. You will ensure that our processes continue to be implemented robustly to enable NYOS to deliver world-class activity effectively and collaboratively.

You do not need to fulfil every element of the Job Description to apply. We are interested in finding someone who really wants to contribute to NYOS' work and will support your professional development if you have the right potential. If this role excites you, but you are unsure about applying, please feel free to get in touch for an informal conversation.

We look forward to hearing from you!



Dr Kirsteen Davidson Kelly

## **ABOUT NYOS**

NYOS nurtures and celebrates outstanding classical youth music-making, with a vision of all Scotland's communities sharing in its social, personal, and cultural benefits. Through our three programme strands - Foundations, Orchestras and Futures – we offer accessible, co-created projects, world-class orchestral training and performances, and unique career development opportunities. Our work is delivered by internationally renowned artists and exceptional tutors. Creativity, ambition, belonging, and joy are fundamental to all we do.

For nearly 50 years, NYOS has supported Scotland's outstanding young musicians through a dynamic programme of residential training courses, national and international concert tours with leading soloists and conductors, and projects for a wide range of abilities in communities throughout the country. Our first Music Director, Catherine Larsen-Maguire, began her tenure in 2024 and other recent conductors have included Teresa Riveiro Böhm, Martyn Brabbins, Natalia Luis-Bassa and Jac van Steen. We welcome a variety of soloists including the Amatis Trio, Ethan Loch, Aaron Akugbo, Elena Urioste and Jess Gillam.

NYOS provides ensemble experiences for young musicians from age eight upwards and is committed to providing outstanding opportunities at a national level. We recognise the wider holistic benefits of music-making which develop the life skills of our participants, and above all the importance of creating a welcoming, structured, and fun environment for our young people to flourish alongside their peers, regardless of their race, ethnicity, or identity.

Underpinning our work is a strong commitment to removing barriers to participation to ensure that no young person misses out on NYOS opportunities due to their personal circumstances. Embedding this ethos throughout our programmes is of paramount importance to us.

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## **ROLE OVERVIEW**

The Head of Finance and Administration plays a key role within NYOS, ensuring that our strategic objectives and operational delivery models are founded on sound financial planning and controls, that our systems and processes are effective and robust, and that our people are well supported. The post holder is responsible for oversight of all finance and administration processes, including financial management and reporting as well as human resources management. As a member of the Senior Management Team, the Head of Finance and Administration oversees all NYOS's systems and processes and liaises across all areas of the organisation including the Board, as well as with external stakeholders. The Head of Finance and Administration currently manages a Digital Applications Apprentice, who supports the finance and administration functions, and an Executive Assistant who supports the Chief Executive.

### **Principal Accountabilities**

- Responsible for the day-to-day management of the finance function, in particular invoicing, banking and cashflow, ensuring effective controls are in place and that relevant staff are suitably trained.
- Responsible for the preparation of annual budgets in conjunction with the Chief Executive and other Senior Managers, and for reviewing and reporting on those budgets to the CEO, Board, and the Finance & General Purposes Committee as required.

- Responsible for the annual audit procedures ensuring all financial records are up-to-date and in compliance with OSCR and statutory regulations.
  - Manage HMRC requirements and complete statutory and regulatory returns on time (VAT returns, Charity returns, etc).
  - Maintain accounting system Xero and (outsourced) payroll system, ensuring any upgrades and future developments are carried out in a timely manner.
  - Produce quarterly Management Accounts.
  - Support the Development team with detailed financial reports for funding requirements.
  - Oversee annual fee review and bursary processes.
  - Support all departments with budgetary and financial questions as required.
  - As Company Secretary, responsible for providing requisite documentation to the NYOS Board, OSCR and Companies House, including the preparation of papers and minutes for meetings of the NYOS Board and the Finance & General Purposes Committee.
  - Responsible for HR (with expert external support) including the recruitment, contracting, disclosures, onboarding and training of all staff, and maintenance of personnel records and processes, to ensure that NYOS is a compliant, fair and supportive employer.
  - Responsible for oversight and management of administration and facilities processes and functions, including management of office contracts, utilities, IT, maintenance etc., ensuring NYOS is compliant and achieves value for money.
  - Oversee the maintenance of effective and secure systems for record keeping, governance documentation (e.g. Board minutes) and shared documents (e.g. meeting minutes and internal controls).
  - Responsible for overseeing the development and implementation of Beacon CRM, and other systems to ensure the efficient management of all NYOS' processes.
  - Line management as required (currently Digital Applications Apprentice and Executive Assistant).
  - Undertake any other reasonable duties as required to support the work of the organisation.
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## **PERSON SPECIFICATION**

### **Knowledge, skills and experience**

#### **Essential**

- CCAB qualified, or in-depth work experience.
- Experience in developing organisational budgets and multi-year financial forecasts.
- Practical experience of the compilation of annual accounting statements for a business.
- Experience of preparing audit information, working with external auditors.
- A good working understanding of accounting processes and procedures.
- Knowledge of relevant HMRC legislation.
- Knowledge of Company Law in relation to statutory accounts and reporting.
- Competent user of current accounting software packages and proficient in Microsoft Office, particularly Excel.
- Experience of developing and implementing business systems to ensure the effectiveness of the organisation with an ability to investigate new solutions.
- Working knowledge of CRM systems and their integration with finance and administration functions.
- Experience of managing across a range of functions/disciplines.
- An experienced people manager with a track record of building collaborative, person-centred teams and supporting staff development, and knowledge of employment legislation.

## **Desirable**

- Experience of managing charity finances, with an understanding of the regulatory and reporting environment for third sector organisations.
- Understanding of compliance requirements, including health and safety, employment, disclosures, GDPR, and safeguarding.
- Working knowledge of HR practices, policies and procedures.

## **Essential Characteristics**

- Ability to work at a strategic level.
- Strong attention to detail and an analytical approach to problem solving.
- Enthusiasm for NYOS' work & alignment with our organisational values and ambitions.
- A team player, able to navigate change and to re-prioritise effectively when necessary.
- A confident leader who is happy to manage a busy and varied workload within multiple business areas.
- A highly organised individual who thrives on being task driven, results focused, and can organise their own workload.
- A self-motivator who can work effectively under pressure.
- Ability to build effective working relationships within the team and with external stakeholders.

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## **JOB CHALLENGE**

To help develop and implement our new strategic plan while overseeing the refinement and embedding of NYOS systems and supporting ongoing operations and our people.

## **KEY TERMS AND CONDITIONS**

- Salary range: £42,000 - £47,000 per annum
- Full time
- Normal working hours: Monday to Friday, 9am-5pm with a one hour lunch break
- Occasional evening and weekend work, as required for which overtime is not paid, but for which a TOIL policy is in operation
- Based in Glasgow head office, with possible hybrid home-working following discussion
- Holiday allowance of 22 days annual leave and 12 public holidays
- NEST workplace pension scheme
- AXA Healthcare Scheme
- Life Cover Benefit

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## **EQUAL OPPORTUNITIES**

The National Youth Orchestras of Scotland recognises that many people in our society experience discrimination or lack of opportunity for reasons that are not fair. These include race, religion, creed, colour, national and ethnic origin, pregnancy or maternity, political beliefs, gender, sexual orientation, age, disability including mental illness, HIV status, marital status, responsibility for dependants, geographical area, social class, and/or income level.

The National Youth Orchestras of Scotland is committed to a Policy of Equality of Opportunity which respects the identity, rights, and value of each individual, and welcomes applications from all sections of the community. We are committed to growing the diversity of the organisation and particularly encourage applications from people with disabilities, LGBTQI+, Black, Asian and other global majority backgrounds, care leavers, and those residing in an area of social and economic deprivation as measured by postcode on the Scottish Index of Multiple Deprivations (SIMD) <https://simd.scot/>

Please let us know if you have any support and access requirements. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of the application process, including at interview (which may take place online), please let us know.

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## **HOW TO APPLY**

Please submit your CV and a cover letter, along with a completed equal opportunities monitoring form (available from our website), by the closing date of 9am on Thursday, 31 July 2025. The equal opportunities form is designed to help NYOS achieve its aspiration to become a truly inclusive community.

Referees will not be contacted prior to interview, or without your permission.

You may send a video or audio recording in place of a cover letter if you wish.

Applications should be e-mailed to: [recruitment@nyos.co.uk](mailto:recruitment@nyos.co.uk)

Closing date for applications: Thursday 31 July 2025, at 9.00 a.m.

Interviews: Friday 8 August 2025, in person at the NYOS Office.

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## **FURTHER INFORMATION**

See attached Organisation Chart, Equal Opportunities Monitoring Form, Equality and Diversity Policy, Privacy Notice to Applicants.

Further information about NYOS is available from [www.nyos.co.uk](http://www.nyos.co.uk)

National Youth Orchestras of Scotland is a Registered Scottish Charity – SC015482