

<b>Post</b>	<b>Finance Manager, Live Music Now UK</b>  We are seeking a Finance Manager to join our staff team. The role's key purpose is to support the whole organisation, including the staff and executive teams, by operating an efficient and effective finance function, with support from the CEO and senior management team.
<b>Salary</b>	£28,000 per annum
<b>Job type</b>	Full-time (37.5 hrs per week)  <b>LMN is a flexible and accommodating employer; flexible working including remote/home working is fully supported, though some in-office work will be required for this post.</b>
<b>Benefits</b>	We are open to study support through full qualification We offer mentoring and CPD opportunities We make a contribution of 3% of your salary to a pension scheme after probation has been completed
<b>Starting</b>	1 <sup>st</sup> April 2022 (or as soon as possible thereafter)
<b>Location</b>	This is a national role, with the option of desk space within regional branches' offices, or home-based working (IT equipment and a homeworking allowance will be provided) with occasional travel.
<b>To Apply</b>	Please submit your application by email with "Finance Manager" in the subject line to <a href="mailto:jobs@livemusicnow.org.uk">jobs@livemusicnow.org.uk</a> <b>by Monday 14<sup>th</sup> March 5pm at the latest</b> . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will only be contacted at point of offer).  If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7759 1803 or email <a href="mailto:emily.roberts@livemusicnow.org.uk">emily.roberts@livemusicnow.org.uk</a> so that suitable alternatives can be discussed.
<b>Shortlist notification</b>	<b>w/c 14<sup>th</sup> March 2022</b>
<b>Interviews</b>	<b>TBC, though likely to be in week beginning 21<sup>st</sup> March 2022</b>
<b>Notification</b>	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector, including those facing disabling barriers or who have experienced racism.

## **Live Music Now**

Live Music Now is a charity working and campaigning to create inclusive, measurable social impact through the power of music. Our professional musicians work with older people (many living with dementia), children and young people facing disabling barriers, families living through challenges; and carers and key workers. By connecting people through music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work is evidenced as enhancing health and wellbeing and building skills, confidence and engagement.

Live Music Now reaches over 85,000 people a year and trains and employs 250 professional musicians. You can find our musicians in care homes, hospitals, community settings, schools, libraries and hospices in England, NI and Wales, and in Scotland with our sister organisation Live Music Now Scotland. For more information visit our website [here](#).

### **1) Organisational Structure**

Live Music Now operates throughout the UK, with a network of English branches covering London & South East, South West, and across the North, and national branches covering Northern Ireland and Wales, with a sister organisation in Scotland. This is a national role, with the option of desk space within regional branches' offices, or home-based working with occasional travel, and will report to the CEO.

Live Music Now is in a period of exciting growth. We've recently released a new Strategic Intent and this is a new and essential role to support the organisation and the communities we serve. We are looking for someone interested in growing with the role and the organisation, helping to bring greater clarity to the organisations finances and enthusiastic about being part of a team working to deliver social change through music.

### **2) Main duties & responsibilities**

#### Finance Overview/Control:

- Using the accounting Software (currently Quickbooks) to manage and maintain the chart of accounts-nominal structure and associated classes (restricted and unrestricted fund accounting).
- Data control, processes and procedures
- Manage Branch accounts, data entry, reconciliations, and month-end checks.

#### Credit Control:

- Management of the organisation's bank accounts, including mandate control, bank reconciliations (bank accounts, debit cards), security.
- Management of the debtors (sales) and creditors (purchase) ledgers. Reconcile Balance Sheet total to individual ledgers. Review balances
- Work to improve procedures and processes. Maintenance and development of all financial procedures and controls including coding system

#### Balance Sheet Review and Reconciliation

- Regularly review and balance assets and liabilities.
- Maintain Fixed Asset Register

#### Management Accounts:

- Design, production and presentation of monthly management accounts for review by the management team, finance committee and Board of Trustees. To include income statement (with fund accounting) balance sheet and cash flow, alongside clear narrative and explanations with variations to budgets.

#### Forecasting:

- Preparation of profiled annual budgets, revised in year forecast and 4-5 year business plans in conjunction with the management team and Board.
- Ad hoc financial forecasting as required for example funding applications.
- Cash flow forecasting.

#### Reporting:

- Statutory reporting to the Charities Commission and Companies House. Ad hoc reporting as required, for example to funders, analysis of business activity etc.
- Internal (e.g. department budgets) and external reporting
- Funder receipts and acknowledgment letters

#### Payroll & Invoicing:

- Producing monthly payroll (including salaried and casual staff), making payments to employees and HMRC. Management of the company pension scheme (NEST), collected by DD
- Managing invoicing and payments to freelance workforce, in weekly payment runs, including producing remittance advice

#### VAT/Gift Aid:

- Preparation and submission of VAT and Gift Aid returns.
- Management of VAT and Gift Aid records

#### Audit:

- Preparation of accounts for audit, and management of the audit process, liaison with external accountants etc. (NB This will not include the 21/22 financial year end)

#### Support:

- Supporting regional and national teams with budgeting and implementation of rate cards
- Responsibility for managing first-port of call finance queries, internally and externally
- Any other relevant tasks as required

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

- The post is contracted on a full-time basis (37.5 hrs per week). No overtime is paid, but hours are flexible (subject to core hours) and we operate a TOIL system.
- The salary will be £28,000 pa and will be paid monthly in arrears, and the post is entitled to 28 days annual leave per annum, with additional statutory holidays.
- We provide a pension scheme for all eligible staff, paid through the payroll. The organisation makes a contribution of 3% of your salary to the scheme after probation has been completed.
- We are open to study-support through to full qualification.
- We are open to making reasonable adjustments required in order for the post holder to carry out this role

### **4) Equal Opportunities**

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now 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.

**Finance Manager, Live Music Now UK**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed at:</b>
<b>General</b>			
Educated to at least A-Level	x		Application
<b>Experience</b>			
Holds a part qualification or equivalent experience. We are open to study-support through to full qualification.	x		Application
Experience of working in the charity or arts sectors.		x	Application
<b>Skills/competence</b>			
Experience of working with accounting software packages (currently Quickbooks, although we are open to changing system)	x		Application, Interview and Task
Strong knowledge and experience of MS Office, particularly Excel and Word.	x		Application
General competence with bespoke computer systems such as databases and CRM systems	x		Application
Commitment to own continuing professional development and keeping up to date with developments in legislation and best practice	x		Application and Interview
Strong attention to detail and accuracy.	x		Application and Interview
Excellent organisational and time-management skills.	x		Interview Task
Ability to devise, develop and implement financial and administrative systems and procedures.	x		Application and Interview
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	x		Application, Interview and Task
Sensitivity and ability to be discreet and maintain confidentiality.	x		Interview
<b>Knowledge and approach</b>			
Commitment to diversity, inclusion and equal opportunities.	x		Interview
A desire to understand how inclusive, measurable social impact can be created through the power of music.		x	Interview
<b>Other</b>			
Self-starting and highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a small team.	x		Application and Interview
Able to remain calm under pressure and solve problems.	x		Interview and Task