



**SENIOR FINANCE  
MANAGER JOB PACK**

**NOVEMBER 2023**

**AUDIOACTIVE**



## **AUDIOACTIVE IS A NON-PROFIT ORGANISATION THAT CREATES SOCIAL CHANGE THROUGH MUSIC AND DEVELOPS EMERGING TALENT.**

Since forming in 1999, AudioActive has built a unique community in Brighton and across Sussex. Our team of musicians and music lovers restlessly develop artists and reach the sort of arch young talents that so often fall through the cracks.

Everything we do is free to access. Our drop-in sessions, workshops, shows and social initiatives exist to enable young people and emerging artists of all backgrounds to fulfil their potential.

We are proud to have played a part in the journey of many Sussex musicians, such as Rizzle Kicks, Celeste, SpectraSoul, Frankie Stewart & Harvey Gunn, ArrDee and many more.





# CONTEXT

The vacancy for a Senior Finance Manager at AudioActive comes at an exciting and pivotal time for the organisation.

AudioActive has been delivering free music sessions for young people in Sussex since 1999, using music as a tool for social change and developing emerging artists.

We generally work with over 1000 young people and emerging artists per year who report a range of impacts in their lives from increased musical ability and career development, through to improved mental health, agency, feelings of safety and belonging

From April 2023, AudioActive has been awarded National Portfolio Status by Arts Council England securing regular funding and support for our work for at least the next three years

The organisation has been growing year on year and the coming years are about sustaining our vast amount of work with young people and emerging artists across Sussex, as we look to achieve a number of key outcomes including:

- ↳ Further establishing our programme of music projects in Crawley, Eastbourne and Worthing
- ↳ Launching our own platform and record label
- ↳ Linking up our programmes across our focus towns to create a sub-regional 'centre of excellence'
- ↳ Developing a more entrepreneurial and sustainable finance model



# VISION & MISSION

## **VISION**

Better futures through and for music

## **MISSION**

For young people and emerging artists of all backgrounds to fulfil their potential, through:

### **MUSIC FOR SOCIAL INNOVATION** [↗](#)

Offering innovative, accessible interventions that use music to support Young People & communities to tackle and overcome difficult challenges in their lives

### **GRASS ROOTS TALENT DEVELOPMENT** [↗](#)

Providing free access to projects, resources and support at different levels to enable Young People of all backgrounds to discover and nurture their talents

### **A FAIRER, MORE INCLUSIVE INDUSTRY & WORLD OF WORK**

Providing further career and professional development opportunities beyond our social innovation and grassroots talent development programmes





# OUR VALUES:

## **RESTLESSNESS**

We don't ever want to stand still. Music and technology are always evolving and we want to always remain relevant to the younger generation.

## **INNOVATION**

Finding new ways to do things excites us and helps to push the boundaries of music and youth work.

## **COURAGE**

We're not afraid to set ourselves ambitious goals, even if that means facing adversity along the way.

## **COLLABORATION**

Partnership is in our DNA, whether that's with Young People or like-minded organisations who share our vision.

## **AMBITION**

We believe the potential of all Young People to be limitless and will never discourage their ambition.

## **INCLUSIVITY**

Achieving equality in the music industries and in wider society starts by providing equal opportunities for all.

## **PROGRESSION**

We work with Young People and artists at every step of their journey, building relationships that last.

## **IT'S ALL RELATIVE**

Success means different things to different people. We judge our achievements and those of Young People on a case-by-case basis



# WHO WE'RE LOOKING FOR

We are looking for a Senior Finance Manager who embodies versatility and meticulous attention to detail. The successful candidate will possess a strong analytical mind, excellent problem-solving skills, and a keen eye for financial precision. They should be an effective communicator, capable of providing valuable insights and accessible reports to the team and Trustees. Adaptability and strong organisational skills are vital in prioritising workloads and meeting deadlines.

As part of the Senior Management Team (SMT), integrity and discretion in handling sensitive information will be paramount. Our ideal candidate thrives in a collaborative environment, ready to contribute to the growth of our organisation. Enthusiasm, a positive attitude, and a passion for our mission are qualities we highly value. If you are a proactive individual with these attributes and a commitment to making a difference, we invite you to join our team.





# WHO WE'RE LOOKING FOR

We're proud to have a diverse staff team and we welcome applications from people of all backgrounds, we are especially encouraging applications from:

- ↳ People of colour
- ↳ People who identify as female
- ↳ People who identify as non-binary or gender variant
- ↳ People with lived experience of disability, marginalisation or neurodiversity
- ↳ People from the LGBTQIA+ community
- ↳ People under the age of 30





# THE ROLE

The Head of Finance will play a crucial role at this important time for the organisation, with responsibility for the charity's finance function including day-to-day management and book-keeping as well as providing support for the SMT regarding financial matters. You will produce monthly management reports, create and track project budgets and financial reports for the SMT as well as funders, prepare the annual financial report and accounts and support external auditors in preparing the statutory annual report.

This role requires practical, hands-on experience of delivering the wide range of finance and accounting services required by a small business or charity; an excellent understanding of Accounting Principles; a knowledge of charity SORP and charity statutory accounting are highly desirable; solid experience of the preparation of annual financial accounts are essential; practical experience of preparing management and statutory reports are required; and experience of advising senior leadership on finance matters to inform strategic planning.

You will have a sound working knowledge of Xero and Google Sheets/Excel; strong attention to detail, producing work with a high level of accuracy; excellent written and oral communication skills and an ability to use information effectively and apply sound judgement in order to make decisions.





# RESPONSIBILITIES

- ↳ Work with the SMT to prepare the annual company budget
- ↳ Produce and maintain monthly cash flow forecasts
- ↳ Monthly reconciliation of bank accounts and chart of accounts
- ↳ Timely processing and paying of freelancers and suppliers
- ↳ Liaise with our external payroll service on payroll and process monthly salaries, pension and HMRC payments
- ↳ Provide budgets for contracts, grants and spot purchase applications
- ↳ Continually monitor performance against organisational, grants and contracts budgets, investigate variances to ensure delivery of our operations within agreed budgets
- ↳ Ensure that the SMT, Treasurer and Board of Trustees have timely, accurate information
- ↳ Provide advice and recommendations to the SMT in identifying any potential financial risks/weaknesses with policies or decisions and suggest strategies for mitigation
- ↳ Identify opportunities for improving financial systems according to best practice and highlight opportunities for reducing costs/improving contracts
- ↳ Work flexibly from time to time in order to meet deadlines and undertake any other relevant duties as required



# PERSON SPECIFICATION

## **ESSENTIAL**

- ↳ An accountancy qualification (AAT or further) or QBE with 3+ years experience
- ↳ Experience in supporting external auditors in preparation of final accounts
- ↳ Proven ability to cope with the financial management of a growing organisation
- ↳ Knowledge of the Charity SORP regulations and an understanding of how to apply them
- ↳ Ability to problem solve and continuously improve/automate financial processes
- ↳ Experience of managing relationships with professional advisers or contractors
- ↳ Proven ability to work in a team across the organisation
- ↳ Interpersonal and communication skills
- ↳ Able to manage workload effectively and work proactively while unsupervised
- ↳ Excellent analytical skills and success in working accurately to tight deadlines
- ↳ Fully computer literate with a good working knowledge of Xero and Google MS Office
- ↳ Reliability and integrity, together with an enthusiastic and positive attitude





# PERSON SPECIFICATION

## **DESIRABLE**

- ↳ ACA, CIMA or ACCA Qualified
- ↳ Experience of working in the charity sector
- ↳ knowledge of charity SORP and charity statutory accounting



# WORKING AT AUDIOACTIVE

## **POST DEVELOPMENT**

We have a culture of developing roles around the strengths and expertise of our colleagues and we envisage that this post will have scope to develop as the organisation grows.

## **ACCOUNTABILITY AND WORKING RELATIONSHIPS**

Reporting to the CEO.

Working closely with the Director of Programmes and Project Managers.

Working closely with the Treasurer to ensure Trustees can discharge their functions.

## **SALARY, WORKING HOURS AND EMPLOYMENT TERM**

£40,000 per annum FTE (pro rata for 26 hours per week)

Hours will be worked mainly during weekdays between the hours of 9am and 6pm. Work hours can be flexible in agreement with your manager.

Permanent contract

A probationary period of 6 months will apply with option to extend.

## **ANNUAL HOLIDAYS**

The holiday entitlement is 36 days per annum including bank holidays (Pro-Rata). Part-time staff are entitled to a pro-rata of the 36 days based on their working week. In addition, you are not required to attend work between 27th and 31st December, if your work days fall in this period.





# WORKING AT AUDIOACTIVE

## **PENSION SCHEME**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3% provided by AudioActive. Staff will be supplied with further details upon commencement. The pension scheme may be subject to change, and staff members may opt not to take part in the Scheme.

## **EMPLOYMENT BENEFITS**

All employees receive a contribution of up to £200 per year (pro rata) to support them to maintain a passion for music and an up-to-date awareness of music, particularly where relevant to young people that we work with. Expenditure is flexible (to be agreed with the CEO) and can include music streaming or magazine subscriptions, gig, festival or conference tickets etc.

## **REFERENCES AND VETTING**

Offer of employment will be made subject to satisfactory references and where relevant, a DBS disclosure, which would be sought for the successful applicant as part of our Safer Recruitment policy.



Senior Finance Manager Job Pack

# HOW TO APPLY

To apply for this role, please send an email to [recruitment@audioactive.org.uk](mailto:recruitment@audioactive.org.uk) with an attached CV, a completed equal opps form and cover letter.

Within your covering letter, please address the following:  
This role is a key appointment for AudioActive as we are a rapidly developing music charity. Please outline why you are interested in this role at this point in your career and how your skills and experience meet the required person specification detailed above. Please also reflect on the challenges and opportunities you would expect to face as you translate your experience to AudioActive.

## **APPLICATION DEADLINE**

The deadline to apply for this role is **9am on Monday 4<sup>th</sup> December**, with interviews occurring from Tue 12<sup>th</sup> December onwards.

If you have any questions or would like to have an informal chat about the role, please contact [rasanthi@audioactive.org.uk](mailto:rasanthi@audioactive.org.uk).

Due to capacity and the number of applications we receive, we regret that we are not able to offer individual feedback on unsuccessful applications at this stage of the process.

# AUDIOACTIVE