

**TITLE: HEAD OF FINANCE AND OPERATIONS**

**REPORTS TO: CHIEF EXECUTIVE**

### **OVERVIEW**

The Royal Society of Musicians (RSM) provides financial assistance, advice and guidance to professional musicians and others professionally active in the world of music, whose lives have been impacted by accident, illness, stress or anxiety. We provide vital support to individuals throughout their careers and into retirement and in the last five years have distributed grants totalling over £2.8million.

RSM has a growing membership of over 2,000 individuals, all of whom are currently, or have previously, been professionally active in the world of music. Members are required to pay an annual or life membership subscription and some also actively fundraise for our work through concerts, sponsored events and other income generating initiatives.

The majority of RSM's income comes from its investments, including a portfolio of stocks and shares and a property in London's Fitzroy Square. Last year RSM's Members and supporters contributed 37% of the charity's income through donations, membership subscriptions and legacies.

RSM employs a staff of five, including the Head of Finance and Operations.

### **MAIN PURPOSE OF THE JOB**

Reporting to the CEO, the postholder will be responsible for managing all aspects of the financial operation of RSM, ensuring best practice and regulatory compliance across the entire organisation including finances, risk management, operational and (with the CEO) HR policy and procedures. They will also work with the CEO and Governors to enable the successful strategic development of the charity.

They will act as the main point of contact for the Investment Brokers and in partnership with the Managing Agents, will manage RSM's property at 26 Fitzroy Square.

The postholder will monitor cash flow and reserves to allow sufficient funds to be in place at all times. They will ensure RSM remains fully compliant with SORP and other relevant statutory requirements including the Charity Commission. They will produce the annual statutory accounts and manage the annual audit.

### **KEY RESPONSIBILITIES**

#### **FINANCIAL MANAGEMENT**

- Produce monthly management accounts and present to the Governors and CEO
- Produce year end accounts in accordance with current SORP requirements
- Arrange and manage the annual audit and submit the annual return to the Charity Commission
- Produce and analyse other financial reports as required
- Produce an annual budget for presentation to the Governors and CEO
- Ensure timely payment of all grants and incoming invoices

- Manage all insurance
- Oversee third party payroll and pension arrangements
- Manage Gift Aid
- Manage RSM's relationship with its investment brokers, reconcile and report on investment performance, and ensure that investments are managed in line with ethical policies
- Attend in person and minute Governors' Quarterly Finance meetings, collating and distributing paperwork accordingly
- Manage Audit committee and act as Secretary thereof
- Liaise with RSM's professional advisers including Financial Advisers when required
- Record all financial transactions using Sage Accounting software and the Society's grants and membership database
- Develop and improve financial systems and procedures
- Remain up to date with regulatory and legislative changes

#### OPERATIONS

- Oversee risk management, including the annual risk register
- Ensure all RSM policies and procedures, including those relating to Governance, personnel, grants and membership are up-to-date and adhered to at all times. Work in partnership with other staff members to produce and modify relevant documentation where necessary
- Ensure RSM's Staff Handbook remains up to date at all times
- Review key RSM suppliers including auditor, broker and property managers, and manage tender process for new suppliers as necessary

#### BUILDING MANAGEMENT AND MAINTENANCE

- Work with the Managing Agents to ensure the proper management of RSM's property, acting as the first point of contact for all associated matters
- Ensure all building and landlord's obligations are met, including fire and Health & Safety requirements
- Work with the Managing Agents to ensure continued occupancy of the rented units within the building, negotiating leases and rents
- Work with the Managing Agent to ensure continued maintenance of the building, in keeping with the building's architecture and aesthetic

#### OFFICE, IT MANAGEMENT AND MEETINGS

- In partnership with RSM's IT Consultant, manage all IT and VOIP phone systems, ensuring they remain fit for purpose at all times, providing support and training for staff where appropriate
- Ensure all RSM team members comply with HSE home working requirements at all times
- Attend Governors' monthly meetings, Strategy Days and Members' AGM in person, as required

## PERSONAL SPECIFICATION

### FINANCE AND ADMINISTRATIVE SKILLS

- Accounting qualification such as ACA, ACCA (at least part-qualified), or ICAEW Diploma in Charity Accounting or qualified by experience
- At least 5 years' experience of working in the not-for-profit sector in a finance role
- Full understanding of charity accounting, including restricted funds
- Experienced Microsoft Office and Office 365 user, with advanced Excel skills
- Experience of using accounting packages, most notably SAGE producing and writing reports and running enquiries
- Strong written and verbal communication skills with a high standard of verbal/written English and the ability to write letters, reports and other documents
- Strong data analysis skills
- Ability to proof read copy
- Strong organisational and administrative skills
- Accuracy and excellent attention to detail
- Strong time management skills with the ability to prioritise and meet deadlines
- Flexibility in dealing with changed priorities, initiative and problem solving
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn procedures
- Commitment to delivering a high standard of work
- Ability to work unsupervised
- An active and enthusiastic contributor to the work of RSM

### PEOPLE SKILLS

- Consistent high level of interpersonal skills including patience, tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner
- Team player
- Experience of working in the music sector or wider creative industries

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future

### ROLE DETAILS

- 24 hours per week
- Annual salary £50,000 pro rata'd to £32,000
- Working from home

To apply, please forward your CV and covering letter outlining your reasons for applying, previous experience and what you can bring to the role. All applications should be marked for the attention of Charlotte Penton-Smith, Chief Executive and sent to [enquiries@rsmgb.org](mailto:enquiries@rsmgb.org)