Operations and Finance Manager

JOB DESCRIPTION

Title: Operations and Finance Manager, Music for Youth

Reports to: Chief Executive, Music for Youth
Responsible for: n/a
Location: MFY London office, Somerset House, Strand.

THE ROLE
The Operations and Finance Manager has overall responsibility for the efficient and effective operation of the Music for Youth office. Specifically, this includes the finance and IT functions, HR, and supporting the servicing of a number of key stakeholder relationships and their reporting requirements. As a member of the Senior Management Team, the Operations and Finance Manager also has an input into setting the strategic direction of the charity.

RESPONSIBILITIES

Operations
- servicing the Board of Directors
- managing all aspects of the charity's HR function, including contract renewals, terms and conditions of employment, recruitment procedures, equal opportunities, for both permanent and seasonal staff
- maintaining and developing required policies, procedures and controls ensuring transparency and compliance in all areas (including health and safety, child protection, and financial controls)
- monitoring and management of the charity's IT function
- shared responsibility for the monitoring and reporting requirements for identified stakeholders (eg Arts Council England, Department for Education) and contract management as appropriate (eg Royal Albert Hall)
- responsibility for Health and Safety at events
- shared responsibility with the Head of Producing for safeguarding at our events

Finance
- the accounting processes for the Charity
- preparing the Charity Budgets and Cash Flow Forecasts together with internal department budget holders and the CEO
- monitoring the actual performance versus budget on a monthly basis and reporting to the CEO
- managing the charity's audit
- supporting the administration of funding applications to public funders, sponsors and Trusts and Foundations, through the provision of financial information and data collection, liaising with the Development Manager as required

Staff team
The Music for Youth team comprises nine full time staff, and one apprentice. A staff chart is included in this e-pack.

Safeguarding
MFY has a responsibility for the safeguarding of young people involved in all of its activity. You will be expected to help implement MFY's safeguarding and child protection policy and staff compliance. It is a condition of employment that a satisfactory enhanced DBS disclosure is obtained.

Equality of Opportunity
Through personal example and clear action, you will be expected to ensure that there is a positive approach to equality of opportunity in the delivery of Music for Youth activity.

Other Duties
Undertake other such duties as are required by the Chief Executive or the Board of Directors.

PERSON SPECIFICATION
The Operations and Finance Manager will have experience of managing finance, and of working at a senior level, preferably within an arts and/or educational environment. You will be confident in overseeing an organisation's internal processes and systems, and in contributing to the organisation's strategy and planning. As this is the only internal finance role, you will be responsible for all aspects of the finance function of the charity.

Essential experience
- Relevant experience in a finance function
- Experience of financial reporting at senior level
- Charity sector experience
- Knowledge of SAGE or similar accounting system
- Experience of contract management
- Experience of managing key stakeholder relationships, including monitoring and reporting

Skills
- Experienced accountant or financial manager
- Excellent organisational and administrative skills
- Strong communication skills
- Strong IT skills (in particular Excel)

Personal attributes
- Positive attitude with 'can do' approach
- Enjoys being part of a small team
- Self starter, happy to work independently
- Works well under pressure and to tight deadlines
- Open minded
- Flexible and adaptable to change
- Attention to detail

Terms and Conditions

Contract	Full time, permanent
Salary	c. £36,000 depending on experience
Pension	Non-contributory stakeholder scheme
Probationary period	Six months, with one month's notice; thereafter 3 months' notice
Holidays	20 days, plus statutory Bank Holidays

It is a condition of employment that a satisfactory enhanced DBS disclosure will be required