



*"one of Britain's very best choirs"* (The New York Times)

Choir | Consort | Orchestra | Education  
Jeffrey Skidmore OBE Artistic Director & Conductor

## HEAD OF FINANCE

**Salary:** £32,000 - £38,000 (pro rata, depending on experience and hours)  
**Hours:** 2.5 or 3 days per week (to be discussed)  
**Application deadline:** Wednesday 20 December 2017, 5pm  
**Interviews:** Friday 12 January 2018 (please hold the date)

Ex Cathedra, a leading UK choir and Early Music ensemble, is seeking a Head of Finance, to direct, coordinate and carry out the finance activities of the charity, enabling its internationally-acclaimed live performances, recordings, and extensive education and participation programme.

The successful candidate will have prior experience of working in a complex finance role with strong knowledge and experience of preparing statutory, annual, management and financial reports, and of owning/managing finance processes and controls.

To apply, please send your CV (including a note of your current salary) together with the names of two referees and a covering letter to:

Peter Trethewey, General Manager  
Ex Cathedra  
CBSO Centre  
Berkley Street  
Birmingham B1 2LF  
info@excathedra.co.uk

If you have any queries relating to the role or the application process, please contact Peter Trethewey, General Manager, on 0121 616 3411 for a confidential conversation.

Ex Cathedra is an equal opportunity employer and values diversity.

No agencies please.

## About Ex Cathedra

Ex Cathedra is a leading UK choir and Early Music ensemble with a repertoire that reaches from the 12th to the 21st centuries. We are known for our passion for seeking out the best, the unfamiliar and the unexpected in the choral repertoire and for giving outstanding performances.

Founded in 1969 by Jeffrey Skidmore OBE, the group comprises chamber choir, vocal Consort, period-instrument orchestra and an extensive education and participation programme. We explore, research and commission the finest choral music, and aim to set the highest standards for excellence in performance and training.

We present a series of concerts both in Birmingham, where we are an Associate Artist at Town Hall, in London, and at venues across the Midlands. We tour extensively and enjoy invitations to appear at festivals and concert series throughout the UK and abroad.

We have made over 20 critically-acclaimed recordings. Our *Britten to America* CD was shortlisted for a Grammy Award 2015 and our *A French Baroque Diva: Arias for Marie Fel* CD won a Gramophone Award 2015.

An extensive programme of schools and community projects is delivered by our team of expert Vocal Tutors who are all members of Ex Cathedra. *Singing Playgrounds* has reached over 700 primary schools across the UK and also in Belgium, China, New Zealand, Singapore, Thailand and Uganda, winning the 'Best Musical Initiative' Award at the Music Teacher Magazine Awards 2014. *Singing Medicine* for chronically-ill children takes place weekly at Birmingham Children's Hospital and Birmingham Heartlands Hospital, and *Singing Pathways* works weekly with adult stroke patients at Solihull Hospital.

Nurturing young singers is also at the heart of our work, and our Academy of Vocal Music comprises four regularly rehearsing youth choirs, whilst 2017-18 sees the start of our choral Scholarships programme for graduate professional singers, and the parallel Student Scholarships programme with the Royal Birmingham Conservatoire.

Ex Cathedra generates income from a wide range of sources. We are an Arts Council England 'National Portfolio Organisation', with funding secure until 2022 and we receive income from Birmingham City Council. Taken together these grants represent around 10% of turnover. We earn income at the box office and from selling concerts, CDs and education projects, and we raise substantial funding from trusts, foundations and from individual donations.

During our 2016-17 financial year, turnover was £719,459, with a £16,783 contribution to reserves, thanks to our first Creative Tax Relief payment.

## The Role

Job title: Head of Finance  
Reports to: General Manager  
Responsible for: Finance & Administration Coordinator

## Purpose of the role

The Head of Finance reports directly to the General Manager. The successful candidate is expected to be an experienced finance manager, able to demonstrate an enthusiasm for Ex Cathedra, its mission and objectives, to build effective relationships across the organisation, and to work with the General Manager and Director of Education to provide appropriate reports for the Board of trustees.

The Head of Finance will direct, coordinate and carry out the finance activities of Ex Cathedra, and ensure the quality, effectiveness and efficiency of the finance system.

## Specific responsibilities

In detail, the Head of Finance, with the support of the Finance & Administration Coordinator, will be responsible for ensuring the following:

### 1. Financial accounting and reporting:

- Manage the financial accounting process, including purchase and sales ledger, bank reconciliations, debtors and creditors etc
- Oversee self-billing system of payments to musicians
- Oversee monthly payroll and pension payments
- Ensure statutory obligations and deadlines are met, including payments to HMRC for PAYE and NI
- Prepare annual accounts and meet external audit requirements in accordance with current SORP
- Prepare creative tax relief claims as appropriate e.g. Theatre Tax Relief, Orchestra Tax Relief
- Manage cash assets

### 2. Management accounting and reporting:

- Prepare management accounts and reports for the Board of trustees and other financial reports that may be required
- Prepare and submit VAT returns; Ex Cathedra benefits from partial exemption
- Work closely with the General Manager and Director of Education during the annual budget process

### 3. Finance systems and processes

- Own the annual and project budgets and ensure financial forecasts are regularly updated across the organisation
- Drive improvements and efficiencies in processes, and ensure all staff understand them, proactively training and supporting staff as required
- Ensure income is received as expected, including staged payments from funders and that sales invoices are generated in timely manner
- Oversee adequate system for banking of cash received at concerts
- Ensure the General Manager and Trustees are aware of their obligations to the Charity Commission and Companies House, and support them as required to meet these obligations, including submission of annual returns
- Regularly review risk management, ensuring the Risk Register is reviewed by the Board of Trustees at least annually

### 4. Support fundraising

- Work closely with the Fundraising Manager to support application budgets and reporting against budgets, ensuring funds are correctly allocated across financial years as appropriate
- Ensure restricted donations are treated and tracked appropriately
- Oversee Gift Aid claims

## 5. Other

- Represent the General Manager at meetings with external partners from time to time
- Minute Board meetings if the honorary Company Secretary is unavailable
- Ensure adequate, efficient annual and event-specific insurance policies are in place, working closely with the General Manager during annual review and renewal
- Foster a network of pro bono expert advice and resources
- Attend own-promoted concerts to support box office where the Finance & Administration Coordinator is unavailable
- Undertake any other responsibilities that are reasonably requested.

## Qualifications

We anticipate the successful candidate will be fully qualified (ACA, ACCA, CIMA or CIPFA) but are happy to consider part-qualified or demonstrable qualification-by-experience.

## Specific skills and experience

### Essential

- Experience of working in a complex finance role with strong knowledge and experience of preparing statutory, annual, management and financial reports
- Experience of owning/managing finance processes and controls
- Excellent knowledge of Excel and strong knowledge of other Office software including Outlook, Word and Powerpoint

### Desirable

- Knowledge of Exchequer or experience of using more than one finance package
- Experience of partial exemption VAT
- Experience of Charity SORP

## Qualities

The successful candidate will:

- Develop and maintain strong working relationships across the organisation, and to represent the organisation externally
- Demonstrate a track record of effective time management and of being able to prioritise and plan
- Demonstrate a track record of meticulous accuracy and attention to detail
- Possess excellent interpersonal and communication skills
- Be able to work independently and inspire confidence from colleagues across the organisation and at Board level
- Be able to work to deadlines and remain calm under pressure

## Terms

- The role is offered as a part-time position, with an initial 6-month probationary period
- The number of hours is negotiable depending on experience; it will be 18.75 to 22.5 hour pw
- The role is based at Ex Cathedra's office within the CBSO Centre, central Birmingham
- Each day is 7.5 hours and will normally fall between 8.30am and 6pm
- Some flexibility regarding hours and occasional working from home may be offered if required
- Where there is a requirement for attendance at evening/weekend concerts, events or meetings, the company operates a Time Off in Lieu system.
- Ex Cathedra staff are entitled to pro rata 33 days holiday per year, including bank holidays.