



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

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

Finance Manager

Salary: **£35,000 - £39,000** (pro rata, depending on experience and hours)
Hours: **2.5 or 3 days per week** (to be discussed), hybrid working
Application deadline: **Mon 12 February 2024, 5pm**
Interviews: **Tue 20 February 2024** (please hold the date)

Ex Cathedra - a world-class ensemble that leads the choral sector in the fields of performance, learning and wellbeing - is seeking a Finance Manager to oversee the financial operations activities of the charity. You 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.

We believe that the benefits of singing are for everyone, and reach and engage as many people as possible through outstanding vocal experiences. We do this by exploring, commissioning and performing the finest choral music, nurturing young singers, and delivering an extensive, inspirational learning and wellbeing offer for participants of all ages in schools, hospitals and communities.

Learn more: www.excathedra.co.uk

Watch our short #WeareExCathedra film: https://www.youtube.com/shorts/grss_qdNz74

To apply

Please complete our [Application Form](#) and return it, together with a CV or equivalent summary of your experience and training by email, to peter@excathedra.co.uk. If you prefer, you may send us a 2-3 page covering letter in place of the personal statement section of the form, but please complete the rest of the form.

Ex Cathedra is committed to becoming a more inclusive and diverse organisation that reflects our region and the communities with whom we work. We know greater diversity brings a wealth of benefits. We are looking for someone who shares our values, and we welcome applications from under-represented sectors of the community. If you have any access needs relevant to the application process, please do get in touch so we can support you. To help us monitor this, we encourage applicants to also complete our [Equality and Diversity Monitoring Form](#), which is anonymous and not used as part of the selection process.

If you have any queries relating to the role or the application process, please don't hesitate to contact Peter to arrange a confidential conversation.

No agencies please.



Top left: Liz Dilnot Johnson's *When a Child is a Witness*, Coventry Cathedral, Feb 2022 with Kadialy Kouyate
 Bottom left: David Fanshawe's *African Sanctus*, Symphony Hall, Jan 2022 with the CBSO and Keneish Dance
 Top centre: Akash Parekar from Milap close-up from Roxanna Panufnik's *Unending Love*, Town Hall, May 2022
 Centre: Stockhausen's *Mittwoch aus Licht* with Birmingham Opera Company, 2012
 Bottom centre: Tallis' *Spem in alium* at Douai Abbey for Newbury Spring Festival, 2018
 Right: annual Good Friday Bach *St Matthew Passion* at Symphony Hall, 2019



Two Ex Cathedra vocal tutors deliver *Singing Medicine* bedside at Birmingham Children's Hospital

Role description

Job title:	Finance Manager
Reports to:	General Manager
Responsible for:	Finance & Administration Coordinator (2.5 days pw)

Specific responsibilities

In detail, the Finance Manager, 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 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. 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
- Cashflow monitoring
- Prepare financial documents for Arts Council England submission

3. Budgets & cashflow

- Prepare annual budget, working closely with the General Manager and Director of Education
- Prepare cashflow forecast

4. 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
- Manage working capital, including staged payments from funders and ensure sales invoices are generated in timely manner
- Oversee adequate system for banking of cash received at concerts

5. Support fundraising

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

6. Other

- Represent the General Manager at meetings with external partners from time to time
- Act as Company Secretary, including minuting of Board meetings as required
- 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
- Administer the box office at some own-promotion concerts as required
- Undertake any other responsibilities that are reasonably requested

Person specification

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.

You are the kind of person who is equally willing to support the strategic planning of the organisation and to roll up their sleeves and get on with the nuts and bolts. You will join a small, industrious admin team, with a very supportive, enjoyable atmosphere, and be a key part of the wider Ex Cathedra 'family' - an energetic, passionate and friendly group who give the highest quality performances and projects.

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 hybrid, with at least one day per week at Ex Cathedra's office in the CBSO Centre, central Birmingham
- Each day is equivalent to 7.5 hours and working hours will normally fall between 8.30am and 6pm. We can offer flexibility regarding hours
- 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
- Ex Cathedra is committed to the safeguarding and the care of children and vulnerable adults who are engaged in and participate in our work. The role is subject to our Safer Recruitment process and DBS checks at the appropriate level, which will be undertaken at the point of a job offer.

About Ex Cathedra

Ex Cathedra is unique, a world-class choir that leads the choral sector in the fields of education, community and arts in health. For more than 50 years we have been producing inspirational concerts and participatory projects.

We have an international reputation for our performances of the best, the unfamiliar and the unexpected in the choral repertoire, from the Latin American Baroque to Stockhausen. We take pride in developing the choral artform - researching and reviving hidden gems, commissioning work, and developing inclusive, co-creative ways of engaging audiences and participants. We present a series of concerts in Birmingham - where we are an Associate Artist at Symphony Hall & Town Hall - at prestigious venues across the Midlands, and in London. We enjoy invitations to appear at festivals and concert series across the UK and abroad.

We place training and development at the heart of our work and have a pathway from our Academy of Vocal Music training choirs (3-18 years), to our graduate Scholars, Associate Conductors and emerging soloists. Our distinctive model also provides a unique opportunity for some of the region's most talented amateur singers.

Our team of expert Vocal Tutors delivers an extensive programme of award-winning schools and community projects. We have worked with children in over 1,000 primary schools across the UK, abroad and offer [sector-leading online resources](#). Our suite of [Singing Medicine projects](#) provide in-person wellbeing benefits for children in hospital, young people receiving mental health support, stroke patients, and more.

We have some exciting challenges over the coming 5 years. We have started the process of recruiting a new Artistic Director to succeed founder Jeffrey Skidmore OBE; are actively working to diversify representation amongst our performers, staff and board; and are consolidating and rebuilding our reserves after the pandemic.

Ex Cathedra generates income from a wide range of sources. We doubled our funding as an Arts Council England 'National Portfolio Organisation' for the period 2023-26, and currently receive a small grant from Birmingham City Council. 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 2022-23 we changed our year end to align with the fiscal year. Turnover is projected at £826,000 for the year ending 31 March 2024 which represents a fairly typical programme of activity.

“Ex Cathedra ... stood out for the way they combine technical excellence with humanity and warmth. They're seriously professional but also love the music into being, and I don't think any choir in Britain does that better.”

(Michael White, Catholic Herald)