



SUPPORTING AND CHAMPIONING LEISURE-TIME MUSIC

Job Description

Finance Director

Section 1: Who is Making Music?

Making Music is the UK association for leisure-time music groups, representing over 4,000 members made up of around 220,000 musicians of all types, genres and abilities.

Making Music supports, connects, champions and celebrates groups of people making and presenting music in their communities. We offer our members practical services, artistic and networking opportunities, and speak on their behalf to policy makers and others. Our aim is for music groups to make the most of Making Music as their home and ally.

Our vision is that everyone has the opportunity to be part of a music group.

Our mission is to support, connect, champion and celebrate groups of people making and presenting music in their communities.

The 5 aims of our new 5-year plan from 2023 are:

1- Music groups make the most of MM as their home and ally	2- Music groups are more sustainable	3- Music groups are connected	4- Leisure-time music is recognised and valued	5- MM is sustainable
--	--------------------------------------	-------------------------------	--	----------------------

Our values are:

- We **believe in** the value of leisure-time music groups
- We are **facilitators**: we **empower**
- We are **respectful** of everyone we connect with
- We **listen**, we care, we are always learning
- We are **transparent** and value the trust we earn
- We **share and collaborate** generously
- We **do what we say** we're going to do

Section 2: What are the details of this job?

Location: Hybrid – at least one day per week in London office (4 London Wall Place, London EC2Y 5AU)

Hours: 2.5 days/18.75 hours per week

Salary: £55,000k pro rata (i.e. £27,500)

Reporting to: Chief Executive

Responsible for: Finance Manager (3 days per week)

Start Date: From 1 September 2026

Section 3: What does this job do?

To be responsible for all aspects of the group's finances (National Federation of Music Societies, trading as Making Music and its trading subsidiary), to ensure accurate and complete recording of all financial transactions, adherence to internal controls and procedures, and timely and effective analysis and reporting to the Chief Executive, Senior Management Team and other budget holders, the Finance & Compliance Committee and the Board of Trustees.

The Finance Director post is an integral part of the charity's senior management team, working closely with the Chief Executive, the Deputy CEO Advocacy and Lobbying and the Marketing Director, setting the strategic direction of the organisation and ensuring it has the financial systems and resources to implement its strategy.

The role line-manages and oversees the work of the Finance Manager who runs the day-to-day financial accounting processes, with the help of two Finance Administrators.

The role also leads on supporting members with finances, e.g. leading Treasurers' events, relevant website resources and responding to finance-related consultations.

More detail on the job responsibilities

Budgeting

- Work with the Chief Executive, Senior Management Team and other budget holders to create annual budgets for approval by the Board and then monitor the group's performance against these
- Provide quarterly management accounts and budget reforecasts for Board and Senior Management

Financial Accounting

- Oversee the financial operation of Making Music and the work of the Finance Manager to ensure financial records are accurate and up to date; and to include regular reviews of financial systems and up-dating as required; correct maintenance and use of the Nominal Code structure and VAT coding; integration with other internal IT systems such as CiviCRM
- Ensure best practice internal controls and processes are in place and adhered to
- Oversee the day-to-day finance processing undertaken by the Finance Team, including setting up and authorising payments, dealing with treasury movements, and monitoring and controlling cash balances
- Ensure that all bank accounts and balance sheet control accounts are regularly reconciled
- Monitor the financial aspects of the membership subscriptions process for 4,000+ members between November and January
- Monitor that insurance payments by members are handled appropriately and recorded and paid out as necessary under FCA rules, working with our insurance provider
- Oversee PRS payments on behalf of members
- Monitor income and expenditure on restricted and endowment funds and ensure these are identified and tracked for the annual financial statements
- Oversee and instruct the payroll bureau in all aspects of payroll
- Manage pension arrangements, including new-employee onboarding
- Ensure compliance with the relevant laws and regulations in relation to finances, e.g. HM Revenue and Customs and compliance with the Charity SORP
- Oversee the management of debtors and creditors and credit control policy
- Attend Finance & Compliance Committee and Board meetings, usually 4 times a year (each) (during office hours)
- Oversee the preparation and submission of VAT returns by the Finance Manager; regular reviewing of and reporting on VAT liability
- Prepare draft statutory accounts, including consolidated group accounts, and supporting information, in line with SORP requirements
- Liaise with Making Music's auditors, supplying information as needed for the external audit
- Ensure all staff understand financial practices and procedures, especially as relevant to their role and budget
- Oversee investment of Making Music funds and manage cashflow through the year, with the support and consultation of two trustees from the Finance & Compliance Committee

Taxation

- Responsible for the charity's tax and VAT compliance, including the completion of Gift Aid returns.

Orchestra/Theatre Tax Relief services

- Support Finance Manager with delivery of OTR/TTR services to members

Companies House, Charity Commission, OSCR

- Responsible for submitting returns and accounts as necessary to all statutory bodies

Strategy and management

- Work closely with the Chief Executive and the Senior Management Team on developing, setting and implementing the medium and long-term strategy for Making Music

Member support

- Lead on supporting those with a finance role in member groups, facilitating online events, suggesting, writing and reviewing member content, responding to queries and relevant external consultations

Fundraising

- Support fundraising activities, working with CEO and Deputy CEO on application budgets and returns and managing any restricted funds

Other duties

- Assisting with guidance for staff on financial matters
- Any other duties as may become necessary or deemed appropriate by the Chief Executive, e.g. representing the organisation at events etc.

Section 4: What kind of person are we looking for?

Making Music is seeking to appoint a qualified accountant with experience in a senior financial management role and of managing a finance operation and finance staff.

We are looking for a team player with excellent communication skills, with an interest in helping us develop and expand this thriving membership association.

Essential skills

The post holder will:

- Be a qualified accountant (ACA, ACCA, CIMA, CIPFA)

Have experience of:

- Managing charity accounts and their specific requirements e.g. preparing accounts in accordance with SORP guidelines, fund accounting, specific tax and other charity regulations
- Managing complex budgets with multiple income and expenditure streams
- Operating trading subsidiaries and preparing consolidated accounts
- Understanding the needs of volunteer-led groups

Qualities

- Able to see the bigger picture and contribute actively to the creation of organisational strategy and development plans for Making Music
- Meticulous attention to detail
- Ability to manage time and priorities effectively
- Ability to juggle multiple priorities
- Ability to work under pressure
- Self-motivating
- Team worker