



## Finance and Operations Director

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### Job Description

- **Reports to:** Chief Executive
- **Contract:** Initially 24 months, to be extended by mutual agreement. There will be a three-month probationary period.
- **Hours:** Full time - 35 hours per week
- **Remuneration:** £50,000 per annum
- **Annual leave:** 26 days plus bank holidays
- **Location:** Home working with regular travel for meetings and events
- Awards for Young Musicians is committed to tackling the systemic inequalities of opportunity across the arts sector. We welcome applications from across UK society.

## About Awards for Young Musicians

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Awards for Young Musicians (AYM) exists because musical talent is everywhere but opportunity isn't: family finances and other obstacles too often get in the way. We're here to change this in two key ways:

- We support young musicians from low-income families with funding and other help
- We support music education through training, advocacy and research.

AYM became an **Arts Council England National Portfolio Organisation in April 2023 and also joined an expanded cohort of National Youth Music Organisations (NYMOs)**. We currently support around 900 individual young people across the UK every year and demand for our support is increasing. It's an exciting time to join a pioneering organisation at the forefront of British music education.



## The Role

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AYM is growing rapidly. This new role will provide the financial and operational leadership that will enable AYM to deliver its strategy.

### Purpose of the role

- To take responsibility for AYM's effective financial management, organisational infrastructure and planning, data and IT systems and HR function.
- To ensure the effective implementation of AYM's business plan.

### Reporting

- Reports to the Chief Executive

### Responsible for

- Finance Officer (part-time freelance contractor)
- Systems Consultant (part-time freelance contractor)
- Digital and Communications Co-ordinator (full-time staff member)
- Monitoring and Evaluation Manager (part-time staff member)
- Other Consultants engaged for specific activity.

## Principal Areas of Responsibility

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### Financial Management

- Develop and monitor financial strategy, leading the annual budget-setting process and maintaining sustainable long-term financial plans that align with strategic objectives.
- Manage the appropriate allocation and delegation of department expenditure.
- Manage reserves including implementing an appropriate investment strategy and ensuring sufficient ongoing liquidity.
- Oversee the work of the Finance Officer in creating timely and accurate monthly management accounts and cash flow forecasts.
- Oversee the Finance Officer's day-to-day processing of accounts and the administration of payroll and pensions.
- Lead on the annual audit with the support of the Finance Officer, working with the auditors on the preparation of annual accounts and the audit.
- Undertake regular reviews on the effectiveness of internal financial controls and procedures.
- Support the development and writing of strategic funding applications, building compelling financial cases, and contributing to effective reporting.
- Work with the CEO on R&D of new projects including income generation ideas and new models.
- Work with the Development Team to implement efficient financial processes around donations and other fundraised income.
- Submit regular Gift Aid claims (prepared by the Development Team) to HMRC.
- Ensure value for money in procurement of goods and services.

### Operational Effectiveness

- Work with the CEO to determine key strategic milestones, deliverables and annual objectives, leading on the evaluation of progress towards these agreed goals.
- Ensure that accountability for delivery of strategic objectives is embedded in organisational planning.
- Work with the Monitoring and Evaluation Manager to develop effective systems for reporting KPIs, deliverables and milestones.
- Ensure the integration of planning cycles and processes so that different business functions (Programmes, Development, Communications, Finance and Operations) are closely aligned around shared objectives in the short, medium and long-term.
- Work with the CEO, Monitoring and Evaluation Manager and freelance External Evaluator to develop evaluation and monitoring frameworks for AYM programmes, to meet internal and external needs for data and impact reporting.

- Manage the smooth running of AYM's administration including home office support, services and equipment, and insurance.
- Ensure effective and secure IT systems are in place to deliver AYM's data and digital requirements.
- Work with the Systems Consultant to lead on the implementation and development of AYM's Salesforce CRM database and related cross-organisational data systems.
- Ensure business processes are efficient and digital-first where possible.
- Lead on compliance with data protection regulations.
- Develop and maintain all organisational policies as required by law, regulators and funders, including health and safety, environmental action plan, complaints handling, donor screening etc.
- Compile and update the organisational Risk Register, overseeing all mitigations and controls.
- Manage Change and Transformation activities, from Planning to Integration into the Business as Usual processes e.g. the establishment of new programmes/systems/processes, ensuring resources are available and operational structures are adjusted or developed to successfully embed the Change.

## **Governance**

- Act as Company Secretary, providing liaison and administration for the Board and organising all statutory returns including Charities Commission and Companies House.
- Work with the Chair and CEO to develop effective governance structures and reporting mechanisms that support accountability across all strategic and operational areas.
- Ensure that AYM meets its charitable objectives and complies with relevant legislation, regulatory requirements and sector good practice.

## **Human Resources**

- Ensure the development, implementation and delivery of an AYM People Strategy including HR policies and procedures.
- Ensure that Equity, Diversity and Inclusion are embedded in all aspects of HR at AYM.
- Ensure performance management objectives, metrics and appraisal processes are in place, and personal training plans are developed (including mandatory training).
- Take responsibility for the Employees Handbook, ensuring all employment policies and formal staffing procedures are legally compliant and up to date.
- Take responsibility for keeping freelancers up to date on key AYM policies and practices, through regular review of the freelance policy list.

## Safeguarding

- Oversee AYM's Safeguarding policy and ensure compliance with legislation and good practice.
- Work with the Programme Team to ensure best practice in safeguarding and wellbeing is effectively resourced and delivered.
- Ensure that Safeguarding risks are assessed and controlled, with strong accountability and reporting to the Board of Trustees.
- Manage and undertake all DBS checks for staff and freelancers, ensuring these remain up to date.

## Other

- Prepare papers for the monthly online Audit and Risk Committee, agreeing the agenda with the Committee Chair and ensuring actions are completed in a timely fashion.
- Take meeting minutes from time to time: this is shared across the whole AYM team.
- Undertake occasional other duties as reasonably required: this is expected across the whole AYM team.

This job description is a starting point for the role we are asking you to fulfil. It's a working document and as such may change and evolve as the role, team and AYM develop.





## Person specification

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### Skills and Experience

We are looking for someone who has the following knowledge, skills and experience:

- Fully Qualified CIMA, ACCA or ICAEW
- Strong Quickbooks experience or similar. AYM currently also uses GoCardless, although we will be moving to another online donation system during 2024.
- Proven experience of managing systems and processes
- A full understanding of charity accounting
- At least five years' relevant professional experience, including managing others
- Demonstrable experience in managing organisational change
- Experience of working on own initiative and demonstrable self-leadership
- Able to proactively prioritise time to ensure focus on the right priorities
- A clear communicator, effective at presenting information to a variety of stakeholder needs, verbally and in writing.

The following would also be desirable:

- A passion for the arts and young people
- Experience of claiming Gift Aid
- Experience of working with sensitive data together with an understanding of current data legislation GDPR.

### General requirements for all AYM staff

We expect all AYM staff to:

- Uphold and promote the organisation's core values.
- Contribute to the organisation's strategic priorities, including to equity, diversity and inclusion, ensuring that this informs all activities.
- Contribute to the development of a professional working and learning environment within the organisation.
- Ensure adherence to the organisation's policies and procedures.
- Work in a flexible manner in line with the organisation's objectives and be willing to deputise for other colleagues on occasion and as appropriate.

## Terms and conditions

- Contract: a 24 month fixed term contract from April 2024 to March 2026 inclusive, to be extended by mutual agreement.
- Salary: £50,000 per annum.
- Hours: 35 hours per week. This is not a 9 to 5 position, and the post holder will be able to work flexibly. Weekend or evening work may occasionally be required: however this work can be organised well in advance.
- Access to a computer and digital storage facilities will be made available if necessary.
- Expenses including travel costs will be paid monthly in arrears on production of relevant receipts.
- Place of work: From your own home and other locations as required.

## How to apply

Please complete the [Applicant Details Form](#), [Application Form](#) and optional [Equal Opportunities Monitoring Form](#) and return these to Neil Phillips: [neil.phillips@a-y-m.org.uk](mailto:neil.phillips@a-y-m.org.uk)

## Key dates

- The deadline for applications is **9.00 am on Monday 5 February 2024**. Applicants invited to interview will hear from us by the following morning, Tuesday 6 February.
- Interviews will be held in person in central London on **Tuesday 13 February 2024**. **Please note that it won't be possible to offer alternative dates.**
- The position is available to start from April 2024. A specific date will be negotiated with the successful candidate.