



Finance Lead



Qualifications/Skills

Minimum AAT level 4 qualified or part CCAB qualified or qualified by experience - with experience in the not for profit sector.



Time

2 days per week.
Monday's are essential, second day can be worked flexibly.



Salary

£32,000-£38,000 full-time equivalent, depending on experience. This salary is in line with our organisational pay structure



Where

Remote - UK based
Biannual team day attendance in London / South East or online.



Deadline to apply: 28th March 2025

Role Overview and Accountabilities

Overview

The Finance Lead, will contribute to the long-term vision, and provide strategic financial advice at Chiltern Music Therapy, helping the organisation to achieve financial sustainability as a social business. They will lead on financial reporting for the organisation, support the bookkeeper and develop strong links with the Board. They will be responsible for producing monthly accounts, reports and contextual information to support effective decision making, funding applications and maintaining an overview of company financial data and processes. They will act as backup for the bookkeeper in case of leave and sickness and will integrate themselves across the organisation to have meaningful and influential conversations, collaborating, mentoring and supporting the team on financial matters.

Key accountabilities

- Production of monthly management accounts and dashboard
- Work with external Accountants to prepare, review and finalise year-end accounts
- Coordinate, model and maintain rolling forecasts and budgeting process
- Liaison with external accountants for all areas of compliance and tax
- Cash flow management

- Maintaining records of deferred income, prepayments and other balance sheet items
- Various reconciliations including bank accounts, PAYE, payroll clearing
- Deliver finance process and IT improvements
- Communicate and provide strategic financial support to the board
- Support bookkeeper
- Respond to finance queries from the team, board and funding providers.
- Input into strategic planning and integrated decision making spaces
- Lead monthly finance review meetings
- Support grant applications and reporting
- Facilitate financial learning and confidence across the organisation
- Prepare annual forecasts and amend these quarterly to reflect anticipated changes to income and costs.
- Responding to finance queries

Person Specification

The successful applicant must be efficient, well-organised and able to work independently and with initiative when needed. They must be ambitious, willing to learn, have a positive attitude to thinking about things differently and work across the organisation and its self-managed teams. This position would suit someone who is confident in their own abilities, proactive and has excellent communication skills. We are looking for someone who shares our values and can bring strong financial acumen into the in-house team.

Some key competencies we are looking for include:

- Advanced spreadsheet skills
- Quickbooks or similar software skills
- Financial reporting and planning
- Understanding of payroll and pensions
- Attention to detail
- Financial leadership
- Integrated decision making
- Excellent communication skills
- Strategic thinking

Job benefits

With our benefits there is something good for everyone. We are a progressive organisation that believes building a good team culture is not only good for everyone who works for us – but it makes a difference to how we engage with our clients too.

That's why when you join Chiltern Music Therapy, you can expect to receive a wide range of impressive employee benefits including:

- **Competitive annual leave allowance**
- **Flexible working**
- **High street discount shopping portal**

About Chiltern Music Therapy

Chiltern is an award-winning social enterprise that provides music therapy, community music services and training to over 1700 people of all ages and many different needs across England each year. Formed in 2011 from a desire to change how music therapy was offered in the UK, we hold accessibility and financial inclusivity at our heart, working across health, education, social care and community settings.

“It’s been great to become part of a community of creative thinkers, to feel supported and encouraged by such a caring team”

Recent Chiltern Employee

Proud to be a self-managed and employee-owned organisation, we strive to create a world where music therapy is the transformative thread in the lives of the children and adults we support. At Chiltern we recognise the different strengths within our team. We provide an environment where people can take charge of the work they do and make informed decisions using professional judgement and life experience, alongside peer support. We’re welcoming, inclusive, and have worked hard to create a positive environment that we are proud of. You can find out more about us [on our website](#).

How to Apply:

To apply, please email your CV and a one-page covering letter which should include your reasons for wanting to join Chiltern Music Therapy and suitability for the role to: recruitment@chilternmusictherapy.co.uk with ‘Finance Lead’ in the subject line.

We welcome enquiries and applications from people of all identities and backgrounds and value diversity in our workforce.

Closing date for applications: 28th March 2025

We encourage candidates to apply as soon as possible as we may close applications early depending on application numbers.

For more information about Chiltern Music Therapy please visit chilternmusictherapy.co.uk