TENEBRAE
PASSION & PRECISION

Finance Manager (part-time)

"Unaccompanied choral singing comes no better than this: in blend, accuracy, precision, commitment." **The Guardian**



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The Role

Job Title	Finance Manager (3 days per week)
Location	Tenebrae operates a flexible working model. This is a primarily home-based role, with the option to work some hours at the team's office space at Kings Place, 90 York Way, London, N1 9AG.
Term	Permanent
Hours	3 days per week to be worked between Monday and Friday, 09.30-17.30 (exact working pattern to be mutually agreed)
Remuneration	£45,000 - £50,000 FTE (£27,000 - £30,000 pro rated), dependent on experience
Reports to	Chief Executive

About Tenebrae

Tenebrae is one of the world's leading vocal ensembles, renowned for its core values of passion and precision. Founded in 2001 by director Nigel Short, the choir performs around 70 concerts each year across the UK, Europe, the US and further afield, including at some of the world's most prestigious concert venues and festivals. Alongside its busy concert and recording schedule, the ensemble delivers an extensive Learning & Connection programme, working with hundreds of children, young people and amateur singers each year.

Tenebrae is a registered charity with a small, friendly team of administrative staff, supported by a Board of Trustees drawn from a variety of sectors. Over the past five years the organisation's scope has grown considerably, and it's an exciting time to join our growing management team as we celebrate the choir's 25th anniversary during the 2026-27 season. Particular strategic focuses include new commissions and innovative programming, a drive to diversify our organisation and audiences, and building our digital engagement.

About the role



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As Tenebrae's activities have expanded, the charity's finances have become more complex. Our annual income has grown so that we now require an annual audit, and we are in receipt of restricted grants and donations which require specific knowledge of charitable finance and tax. The role of Finance Manager is a newly created position, reflecting our need for specialist support in this area.

The successful candidate will play a critical role in ensuring the financial health and sustainability of the organisation, taking overall responsibility for the charity's financial reporting and processes. They will work closely with the Chief Executive and Finance Committee on day-to-day operations and longer-term strategic vision, and with external accountancy firm Lakin Rose on payroll and the annual audit.

We hope you will be interested in applying for this role. If you have any questions, please contact Alexandra Thomson, Chief Executive (alexandra@tenebrae-choir.com).

Key responsibilities

Financial Planning, Reporting & Analysis

- Maintain clear oversight of the organisation's financial position and cash flow;
- Advise and assist the Chief Executive and Board in financial planning and decision-making;
- Prepare and manage the following reports, maintaining a high level of accuracy and detail:
  - Annual organisational budget;
  - Quarterly management accounts on an accruals basis;
  - Quarterly cash flow;
  - Annual statutory accounts, including close liaison with external accountants Lakin Rose for audit;
  - 3-year financial projections;
  - Financial analysis to support organisational decision-making.
- Attend quarterly Board meetings (in person or remotely) to present management accounts and cash flow;
- Monitor and report on grant expenditure in line with funder requirements.

Financial Management & Operations

- Liaise with the pay roll team at Lakin Rose, providing employee information as requested and checking monthly reports before paying all salaries, pension contributions and National Insurance contributions;
- Be the main point of contact for Tenebrae's banks, HMRC and Lakin Rose;
- Maintain all financial records and systems to a high standard of accuracy, ensuring robust financial controls and full compliance with accounting principles, auditing standards, Charity Commission guidance, and all legal and tax requirements;
- Maintain oversight of Tenebrae's COIF Charities Investment Fund, ensuring that funds are available to us when required for cash flow and investing additional funds when cash flow permits;
- Raise sales invoices, process incoming payments, and follow up with customers about any overdue payments;
- Process and pay purchase invoices;

- Prepare and submit quarterly VAT returns, ensuring that we claim partial charitable exemption in line with the prevailing regulations;
- Carry out day-to-day bookkeeping and monthly bank reconciliations in Xero;
- Submit regular Gift Aid claims as often as required;
- Oversee day-to-day bank account management.

Strategic & Governance Support

- Maintain the charity's Risk Register, ensuring this is updated with any new risks and presented to the Board annually for review;
- Act as Company Secretary for the Board, supporting governance and compliance requirements;
- As requested by our Development Manager, provide financial information for grant applications.

Personal specification

- CCAB qualification (or equivalent experience for an exceptional candidate);
- Demonstrable strong financial management and accounting background, with specific experience of cash flow management and forecasting;
- Understanding of financial issues relevant to the charity sector;
- Good knowledge of charity regulation and company law;
- Familiarity with VAT as it applies to charities, including in relation to restricted grants across multiple different projects;
- Familiarity with the Charity SORP (FRS 102);
- Demonstrable experience using finance software such as Xero, Sage or QuickBooks in a charity context;
- Comfortable working collaboratively within a small, dedicated team, able to support and guide colleagues with differing levels of financial knowledge;
- Proven ability to present management accounts and financial reports clearly and effectively to charitable Trustees with diverse levels of financial understanding;
- Exceptional attention to detail;
- Comfortable using the Microsoft Office suite, particularly Outlook and Excel;
- Commitment to Tenebrae's vision, mission, and values, including safeguarding responsibilities;
- Right to live and work in the UK.

Application Process

To apply, please email your CV and a cover letter (no more than 2 pages) detailing your suitability for the role to Alexandra Thomson: alexandra@tenebrae-choir.com.

Applications must be received by no later than **9am on Monday 7th December**. Interviews will take place in London, or remotely if required, on **Monday 14th or Tuesday 15th December**. Please indicate in your email if you are unavailable and we will endeavour to find another time.

At Tenebrae we believe that everyone should have equal opportunities to succeed, regardless of their age, disability, sex, sexual orientation, pregnancy, race or ethnicity, religion or belief, gender identity, marriage and civil partnership, or caring responsibilities. If you feel you are qualified for this role then we would love to hear from you, regardless of your background or circumstances. If you have additional access needs, please let us know and we will work with you to accommodate your requirements.