FINANCE DIRECTOR & COMPANY SECRETARY

JOB DESCRIPTION

Reports to: Managing Director

Line-manages: Financial Controller
Players’ Fees Administrator
Finance and Office Administrator
Archivist

ROLE AND RESPONSIBILITIES

- Acting as Head of the Finance Department; line-managing the Finance Department staff and archivist
- Preparing and reviewing budgets, in liaison with other Heads of Department and the Managing Director
- Supervising the preparation and issue of monthly management accounts for Philharmonia Limited
- Supervising cashflow forecasts
- Producing financial statements for Philharmonia Ltd., Philharmonia Trust, Martin Musical Scholarship Fund and Rite Digital Limited (trading subsidiary of Philharmonia Ltd; liaising with the company’s auditors with regard to the annual audit and accounts
- Managing all tax matters, including PAYE, foreign withholding tax, National Insurance contributions and VAT; dealing with communications with HMRC
- Ensuring compliance with the requirements of Arts Council England, the Charities Commission and other external bodies, including Arts Council annual returns, business plans and funding applications
- Preparing the payroll for staff and casual workers, dealing with staff pensions
• Managing the Orchestra’s insurance requirements and leading on the annual insurance renewal process

• Supervising the payment of players’ fees and related matters

• Managing the Finance Committee; taking minutes at Finance Committee meetings

• Attending Philharmonia Ltd. Council of Management and Philharmonia Trust meetings

• Acting as Company Secretary to Philharmonia Limited, Martin Musical Scholarship Fund, Rite Digital Limited and Philharmonia Trust Limited

• Producing management accounts for the Philharmonia Trust

• Acting as Board Member of Rite Digital Ltd.; managing Rite Digital Ltd. board meetings and overseeing the preparation of papers, including quarterly management accounts

• Acting as Treasurer of American Friends of the Philharmonia Orchestra (AFPO) and the Orchestra’s US Foundation; liaising with the AFPO President and auditors regarding grants, the preparation of financial statements and other statutory returns in the US; attending annual AFPO board meeting, if required to do so

• Keeping systems within the Finance Department under review; identifying and implementing new systems as necessary

• Managing the Orchestra’s Risk Register and co-ordinating reviews by the Finance Committee

• With regard to the Philharmonia’s owned property in Southwark: managing security arrangements, repairs and maintenance and compliance matters (with direct support from the Finance and Office Administrator)

• Undertaking such other duties as the Company may reasonably require.

PERSON SPECIFICATION

Essential:
• A qualification from a relevant professional body, e.g. ACCA, ICAEW
• A minimum of 3 years’ experience in a relevant senior role
• The ability to manage a challenging and diverse workload
• The ability to deal with large amounts of information from various sources
• The ability to prioritise and to handle varied demands in a timely manner
• Organisational skills, in order to manage the quantity and variety of work whilst meeting the expectations of different stakeholders (e.g. the Council of Management, Finance Committee, Philharmonia Trust, Arts Council England)
• Excellent presentational skills
• Excellent interpersonal skills
• The ability to lead, manage and motivate a team

Desirable:
• An interest in the arts in general, and classical music in particular, would be an advantage

ADDITIONAL INFORMATION

• Salary: up to £65,000 per annum, according to experience
• Hours: 9.30 - 17.30, Monday - Friday (35 hours per week)
• Annual leave: 33 days per annum, including public and bank holidays
• The Company will contribute 6% of salary to a qualifying pension scheme

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Fiona Martin, Deputy Managing Director: fiona.martin@philharmonia.co.uk

Please include the following in your application:
• Telephone contact number (we will be discreet when contacting you via telephone)
• Details of two referees; please state at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: Friday 8 January, 17.00.

First interviews will be held on Thursday 14 January at the Orchestra’s offices in Southwark. Candidates invited for interview will be notified, via telephone or email, by close of business on Monday 11 January.

Second interviews will be held on Thursday 21 January.

If you would like to speak in confidence about the position, please contact Charles Tait, Finance Director: charles.tait@philharmonia.co.uk

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.