

A photograph of a string ensemble performing. In the foreground, a young man with glasses and a white t-shirt is playing a violin. To his right, a young woman with dark hair in a ponytail, wearing a dark sweater with a colorful geometric pattern, is also playing a violin. Other musicians are visible in the background, some playing violins and others playing cellos. The scene is lit with blue and green stage lights, creating a dramatic atmosphere.

**scottish
ensemble**

Recruitment Pack

Finance Manager

(maternity cover) : fixed-term freelance contract

(6-10 hours per week)

Introduction

Scottish Ensemble is the UK's leading professional string ensemble and tours in Scotland, the UK and internationally. Scottish Ensemble is a registered charity and a Creative Scotland Regularly Funded Organisation.

Scottish Ensemble is looking to engage a freelance Finance Manager to support the organisation in its day-to-day financial management, and particularly to manage quarterly and annual accounting processes.

This role would suit someone with a portfolio of clients, and we are particularly interested in hearing from individuals who have clients in the arts or charity sectors.

Scottish Ensemble runs its financial systems using Xero software which means the majority of the role is completely flexible in terms of when and from where it is delivered. The only requirement will be for the Finance Manager to be present in the Scottish Ensemble office for around one day per month, to ensure contact time with individual staff members for budget monitoring meetings.

This contract is part of a restructure and recruitment process to support covering the maternity leave of our General Manager, however we always require a level of external financial support, so there is the possibility that the contract could be adapted and/or extended after our General Manager's return in early 2024.

We would ideally engage someone for a reduced number of hours from December 2022, to allow time for a thorough handover, prior to the full contract commencing in January 2023.

If you would like an informal chat with our Chief Executive Jenny Jamison about the role and the options for how this might be delivered, please contact her at jenny.jamison@scottishensemble.co.uk and she'll be happy to arrange a call.

For the most up-to-date information about our work, including details of forthcoming projects, explore scottishensemble.co.uk.



Scottish Ensemble Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas.

Scottish Ensemble Core Values

- 1** We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2** We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3** We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4** We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5** We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6** We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Key information



Job Title

Finance Manager

Hours, location & key terms

Part-time, freelance self-employed contract, between 6-10 hours per week at a negotiable hourly rate.

Services required from December 2022 – April 2024 initially, to support our General Manager's maternity cover, but with the possibility for extension beyond this period.

This role can be delivered remotely, though spending approximately one day per month in Scottish Ensemble's office base at the CCA, 350 Sauchiehall Street, Glasgow, G2 3JD will be essential. It would also be possible to work all the relevant hours from the CCA, as a desk and IT equipment can be provided.

Reports to

General Manager (maternity cover) and Chief Executive

Role purpose and role dimension

Work with the SE team on a weekly basis to make sure accounts and budget reporting are kept up to date, with increased hours required at the end of each quarter when preparing management accounts and financial statements for Board meetings and submitting quarterly VAT returns to HMRC. Additional support is also required at year end (March) when preparing draft end of year accounts and for SE's annual audit (August) and final submission of annual accounts (October).

Key external contacts

- SE Auditors
- HMRC

Key internal contacts

- Chief Executive
- General Manager
- Project Managers (budget holders)

Role Scope



Key Tasks

Financial Accounting

- Monitoring SE's purchase order and invoice processing systems
- Generating sales invoices
- Monitoring cash flow
- Creditor/Debtor control
- Processing accruals/prepayments/deferred income
- Bank and petty cash reconciliation (including PayPal)
- Preparing payment/BACS runs
- Reconciliation of Box Office Settlements
- Fixed Assets monitoring and control reconciliation
- Restricted funds monitoring
- Preparing VAT returns and submitting in line with HMRC Making Tax Digital requirements
- Preparation of annual accounts and provision of information to the auditors
- Review financial processes ensuring business needs are met
- Prepare & submit claims for Orchestral Tax Relief (depending on the candidate's experience)
- Provide training on financial processes to the business

Management Accounting

- Preparing quarterly management accounts and forecasts
- Prepare the annual budget based on input from the CEO and rest of the business (depending on the candidate's experience)

Person Specification



Essential knowledge, skills and experience

- Accounting qualification (qualified or part-qualified)
- Minimum of 3 years' experience
- Experience in the preparation of VAT returns

Desirable knowledge, skills and experience

- Experience in the preparation of management accounts
- Experience working with Xero accounting software
- Experience working within the Arts and/or Charity sector
- Experience working on Theatre or Orchestral Tax Relief claims

Essential attributes

- Numerate
- Meticulous attention to detail
- Adept IT and analytical skills
- Reliable, organised and demonstrates initiative

Special conditions

- You must be eligible to work in the UK.

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those who meet a majority, but not all, of the skills/experience outlined.

How to apply



To apply, please send your CV, accompanied by a cover letter of no more than 1 page to monica.gowans@scottishensemble.co.uk by **5pm on Monday 31 October 2022**. Please include details of your usual hourly rate.

All applications will be anonymised before shortlisting takes place.

Interviews will be held during the week beginning 7 November 2022, ideally in person in Glasgow, though video calls can also be arranged. We can provide a BSL interpreter if required.

We also request that you complete our [Equal Opportunities Monitoring Form](#) – all data is gathered anonymously. This data helps us to reflect on whether our recruitment processes are attracting and reaching a diverse range of candidates and adapt our processes and language accordingly.

Good luck with your application – we look forward to hearing from you.