



# Welcome to CHETHAM'S



Chetham's  
School of Music



THE  
STOLLER  
HALL



CHETHAM'S  
LIBRARY

## Finance Director Come and Work With Us!

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**Chetham's** is a magical place, home to the UK's largest specialist music school, the oldest library in the English-speaking world and a world-class concert venue all in the heart of Manchester.

We are looking for a special person who can come and join our team of staff and students. You will need to be strategic, innovative and a team player with strengths in financial controls and communicating with non-finance colleagues. Your background and previous experience might include work within a school or charity environment.

We are seeking to appoint an individual with a strong leadership, management, financial, commercial and project management background to join the Leadership Group as the next Finance Director. The individual will play a major role in the School's strategic direction, closely working with the Joint Principals and Governors to develop, implement and evaluate the organisation's Strategic Development Plan. Qualifications in accounting, finance and some HR management are important, as is having the appropriate level of experience, emphasis being placed on having the right mix of skills and personal qualities.





## Our Vision

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To enrich lives and provide opportunities for people of all backgrounds to be inspired by heritage, music and learning.

## Our Aims

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- To educate and nurture the brightest young musicians irrespective of background or the ability to pay
  - To inspire the musical talent of the future and support live music
  - To improve diversity in the classical music industry
  - To share the magic of music and learning with everyone

## About us

# Chetham's School of Music

Chetham's is the largest specialist music school in the UK and is the only one based in the north of England.

Our thriving creative community involves more than 300 students, aged 8-18, whose common passion is music.

Entry to the School is based solely on musical ability or potential. This common bond of musical passion makes for a truly inspirational place which transforms the lives of all who are part of it.

Our network of partnerships with professional orchestras and organisations extends across the music industry, and our alumni populate orchestras and ensembles across the world.

Chetham's is housed in our New School Building with state-of-the-art facilities, including our world-class concert venue, The Stoller Hall. Meanwhile, Chetham's long history began in 1421, and students still enjoy opportunities to perform in the 600-year old Baronial Hall attached to Chetham's Library.





## About us

# The Stoller Hall

The Stoller Hall puts you closer to the music, creating unforgettable live music experiences.

Our intimate 500 seat concert hall offers a world-class acoustic experience and our adventurous programme ranges from classical and chamber, folk and jazz to contemporary music, spoken word and comedy.

Running through the programme is the ethos of learning, collaboration and exchange which have come to epitomise Chetham's School of Music and The Stoller Hall's role in the city.

The hall's stunning architecture, designed by Stephenson STUDIO, received a national RIBA Award. Acoustics by Arup have set a standard described unrivalled by venues of this size anywhere in the UK.

About us

## Chetham's Library

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Chetham's Library - founded in 1653 - is the oldest public library in the English-speaking world. Our team cares for a priceless collection, which has been designated as one of national and international importance.

It is housed in a beautiful sandstone building dating from 1421, the oldest surviving building in Manchester.

Our collections remain accessible, for free, to readers and researchers, while we are also an accredited museum, with our regular tour programme attracting visitors from all over the world.

Highlights of the collections include first editions of Isaac Newton's Principia Mathematica and John Milton's Paradise Lost as well as the desk where Karl Marx and Friedrich Engels famously worked on the Communist Manifesto.





## About us

# Chetham's Creative Engagement

At Chetham's we believe that everyone should be able to access music.

Our Creative Engagement work provides opportunities to enable people to progress in their musical learning, whatever their starting point.

Every year, Chetham's dedicated Creative Engagement team inspire and engage over 10,000 participants, both on and off-site, opening up access to the specialist expertise of the UK's leading music school.

We work with individuals and groups, through performances, workshops, masterclasses or projects in schools and community groups. We are passionate about promoting the positive impact of music on health and wellbeing.

# Finance Director

## The Role

The Finance Director supports the whole organisation in the provision of all non-teaching aspects of the organisation. The Finance Director performs the role of Clerk to the Governors and is a member of the Resources Committee and attends all Governors Meetings. In addition, the Finance Director reports to the School's Health and Safety Committee, the Remuneration Sub-Committee, The Library Committee, The Investments Committee and the International Opportunities Committee Sub-Committee.

As Clerk to the Governors the Finance Director is required to advise and assist the Governors in the exercise of their functions, and to compile and produce agendas, papers and minutes.

The Finance Director is accountable for the School finances, Human Resources, Bursary applications, means-testing, immigration issues for staff and students, safer recruitment practice and compliance, financial audits, budget setting and accounts. Underpinning these functions, is responsibility for: risk identification, Charity Commission and educational bodies' liaison, relationship management and business administration.

The successful applicant will have a proven ability to manage a diverse range of support services, including human resources and legal and compliance obligations. The successful applicant will have strong leadership, management and communication skills and will need to be enthusiastic and self-motivated. The successful applicant must be hands on and be prepared to "roll their sleeves up".

You will Line Manage HR and Finance, Immigration, administrative functions of the school including budgeting, income generation with the Development Team, support staff. You will work closely with the Estates and Operations Manager. GDPR and Health and Safety.

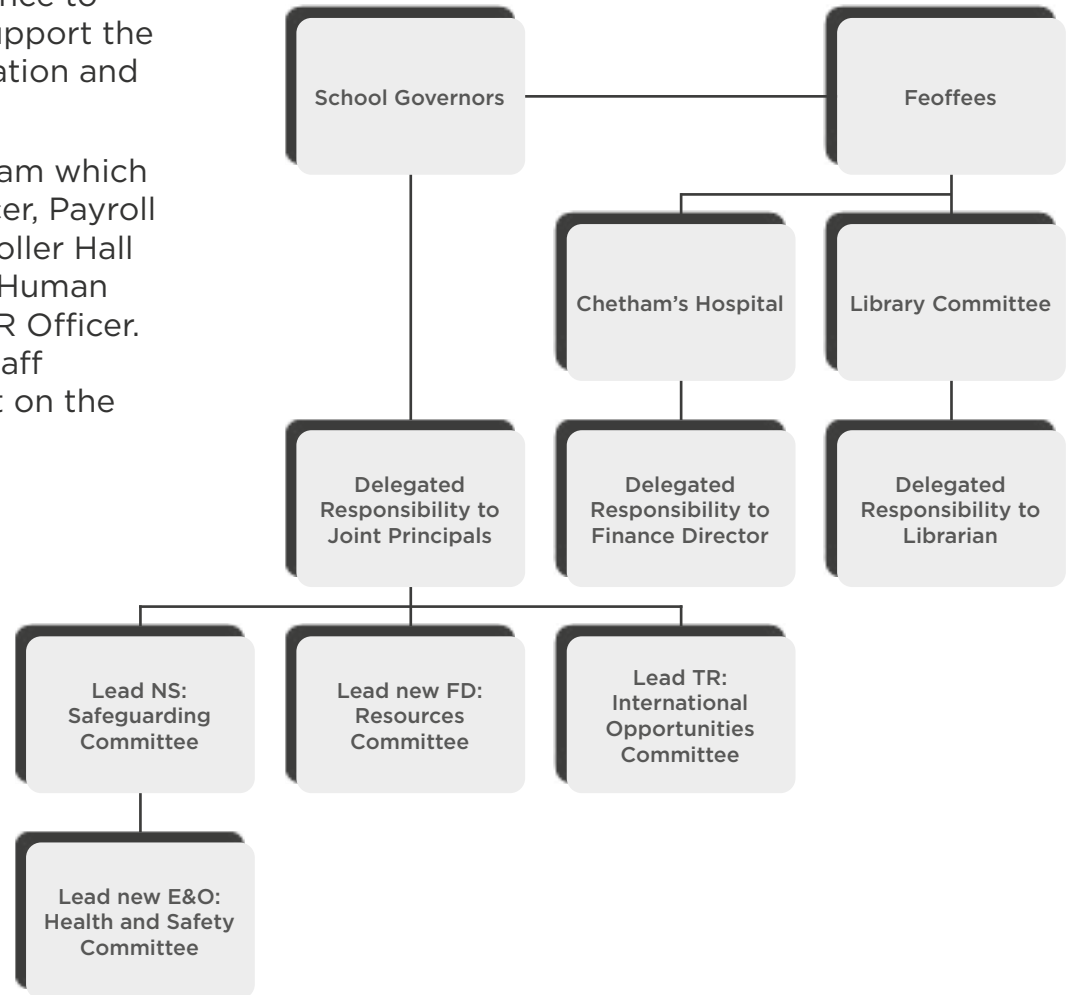
Chetham's is undergoing some significant changes, you will be at the forefront of these changes. The cost of living, raises in pension contribution, utilities and rates all impact on the financial challenges ahead. You will be able to cope with the demands and pressures of this difficult landscape.



## Finance Director Reporting Structure

You will report to the Joint Principals and provide information, advice and strategic guidance to the Governors and Feoffees. You will support the wider organisation with finance information and HR process and procedures.

Reporting to you will be the Finance team which currently comprises a PA, Finance Officer, Payroll Officer and Business Partner for The Stoller Hall and a new post of Financial Controller, Human Resources Manager and an Assistant HR Officer. You will have oversight of all support staff issues and be the main point of contact on the Leadership Group.



## Finance Director Key Areas of Responsibility

The following diagram illustrates the key areas of responsibility and focus of the Finance Director role.

*For abbreviations, see the end of document.*



# Finance Director

## Financial Management

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- To own and report to Joint Principals and trustees regarding the maintenance of financial and administrative systems. To manage the financial and administrative systems of the Charitable Foundation and provide regular reporting updates to the Joint Principals, Governors and Feoffees in these areas. To fulfil Company Secretarial requirements for Chetham's Hall and Chetham's Trading.
- To set, in consultation with the Joint Principals and the Resources Committee, the budgets for the School, Hospital and Library charities.
- To monitor and forecast performance to ensure that the charities are within budget and to provide explanations for variances from budget.
- To manage cashflow across the charities and maintain cash flow projections for the current and future years.
- To prepare the management accounts for the charities and prepare the annual Statutory Accounts for the individual charities and the consolidation, including Statements of Financial Activity (SOFA) and Balance Sheets and Cashflow Statements in accordance with the Charities Act 2011, FRS 102 and charities Statement of Recommended Practice (SORP 2015).
- To report to the Resources Committee, Investments, Governors and Feoffees and liaise on a regular basis with the Honorary Treasurer.
- To liaise with auditors, banking officers, investment managers and insurance brokers on all matters in relation to accounts, investments, policies, claims and renewals.
- To manage the submission of annual returns to the Charities Commission, HMRC, Companies House, National Statistics returns and ensure ongoing compliance in these areas.
- To work with the Joint Principals in helping set the departmental budgets in accordance with departmental development plans, and to monitor the departmental spend.
- To manage and oversee contracts, lease, service level agreement and renewals.
- To manage salaries, P11D's, gender pay gap monitoring.
- To work with the Development Team to seek outside sources of funds which could assist the organisation in its purposes and to seek to access such funds as may be found.
- To ensure all policies relating to financial management are completed and reviewed in accordance with all necessary regulation.

# Finance Director

## Financial Management

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- To have senior oversight of all HR matters including the Single Central Register ensuring the School is compliant with all necessary regulation.
- To have senior oversight of all HR policy.
- To manage and support the Business Partner on aspects relating to The Stoller Hall's accounting and HR procedures – for example VAT and event settlement accounting.
- Reviewing the applications for bursarial/MDS support and advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards. Manage debt resolution.
- Affiliation of the Independent Schools' Bursars Association, Bursar's forums, and attendance at information and training events.
- Ensure that the charities have adequate insurance cover at all times.
- Liaise with external agencies on compliance issues including making official reports if required.
- Manage the catering and suppliers' contracts through close liaison ensuring value for money and excellent service for students, visitors and staff.
- With the Estates and Operations Manager ensuring compliance and statutory requirements affecting the school are met e.g. the Independent Schools Standards Regulations (ISSRs) in relation to premises, health and safety.
- To work with the Estates and Operations Manager to maintain an asset register and condition survey of the premises and site, advising the Joint Principals and Trustees in relation to maintenance and capital project planning. Maintaining and archiving key finance and premises documents.

# Finance Director

## Personal Profile – Essential

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- Fully qualified (ACA, ACCA, CIMA) with a demonstrable track record of success in effective financial management Experience of Charity accounting and Fund Accounting.
- Understanding and appreciation of the whole organisation's unique ethos and culture, becoming an essential and supportive part of an outstanding team.
- Have intellectual capacity and be able to demonstrate vision and leadership in previous roles.
- Have excellent interpersonal and communication skills with the vision and creativity to make the most of the organisation's assets.
- A competent self-starter, able to create and take initiatives and act autonomously within the framework of a team; with a willingness to 'roll up your sleeves' and get 'stuck in' and be a full participant in all aspects of school life.
- Willing and able to take responsibility.
- Be articulate with a high degree of professionalism and an ability to maintain confidentiality.
- Have friendly nature, with a sense of humour.
- Have personal integrity and the drive to do what is best for the organisation.
- Be professional, flexible, reliable and well organised.
- Contribute to business development at Chetham's; be business orientated and entrepreneurial.
- Strategic planning ability to build stability and longer term growth.
- Experience in being an influential part of a team and a strong team player alongside a successful record of experience in managing teams, resources, systems.
- Experience of managing projects within a multi-skilled team.
- An ability to manage and stretch budgets and efficiency reviews.
- Have good ICT skills and the ability to use management information systems and other computer applications.

## Finance Director Personal Profile – Desirable

- Experience in using PASS, SIMS, ACCESS
- Experience of working in an education or charity environment with trading activity/ subsidiaries.
- Interest in music, the arts and education.
- A knowledge of investment procedures management.
- An in-depth knowledge of charity accounting and reporting together with an awareness of the effect of being a charity on other areas of the company's operation.
- Training in Health and Safety management.
- Experience of working in a regulated environment.



# Finance Director

## Immediate Priorities

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1. Developing an understanding of the financial challenges of the School and related Charities and formulate a strategy for short, medium and long-term development.
2. Work with the Joint Principals to deliver the long-term Strategic Plan for the Foundation.
3. Develop a detailed understanding of the organisation and in conjunction with the Joint Principals produce and implement a five-year planned maintenance programme including a financial appraisal to support budget predictions.
4. Develop a multi-year capital investment plan for the School.
5. Becoming fully conversant with the latest legislative and regulatory matters and ensure compliance.
6. Reviewing the School's Human Resources systems to ensure increased efficiency whilst being compliant with KCSIE and ISI and NMS. Review the appraisal of support staff and plan and implement a parallel programme in conjunction with the Human Resource Manager.
7. Developing an understanding and appreciation of the unique ethos of Chetham's and become integrated in the wider culture of the school and its activities.
8. Lead the Foundation through a challenging financial position, which will require perseverance and determination.

# Finance Director

## Terms of Appointment and Condition

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The senior position of Finance Director is a key Joint Principals appointment to ensure the proper financial, and operational running of the organisation as well as providing an important, influential support to the Trustees.

Full-time, Permanent.

Salary: 60-70K per year dependent upon experience.

Schedule: Monday to Friday, with occasional weekends.

## Benefits

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- Company pension
- Health Insurance
- 30 Days holiday/leave per annum
- Lunch each day during term time
- Flexible schedule
- On-site parking

## How to Apply

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In order to apply for this role, please email [hr@chethams.com](mailto:hr@chethams.com) in order to receive a Candidate Pack and Application Form.

## Document Abbreviations

*SLA* - Service Level Agreements

*MDS* - Music and Dance Scheme

*LM* - Line Management

*HR* - Human Resources

*SCR* - Single Central Register

*KCSIE* - Keeping Children Safe in Education DFE Guidance

*ISI* - Independent Schools Inspectorate

*NMS* - National Minimum Standards for Boarding

*SORP* - Statement of Recommended Practice

*SOFA* - Statements of Financial Activity

*ACA* - Associate Chartered Accountant

*ACCA* - Association of Chartered Certified Accountants

*CIMA* - Chartered Institute of Management Accountants



## Chetham's

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### Structure, governance and management of the Charitable Foundation

The full name of this charitable foundation is “The Hospital and Library in Manchester founded by Humphrey Chetham, Esq. and Incorporated by King Charles II” (Registered Charity Number 526702).

The Foundation, including the School, is regulated by a Charity Commission Scheme dated 27 May 1952, and amended by a Scheme dated 22 October 1969.

Chetham’s Hospital, Chetham’s School of Music and Chetham’s Library are separate charities but are registered under one Charity Number, following a Uniting Direction issued by the Charities Commission in 2004 for registration and accounting purposes.

The Trustees of the Hospital and Library charities, who are known as the Feoffees, are a Body Corporate, pursuant to Letters Patent of King Charles II, dated 10 November 1665.

Chetham’s Hall Limited is a subsidiary undertaking that is a wholly owned subsidiary of Chetham’s Hospital.

Chetham’s Trading Limited is a subsidiary undertaking that is a wholly owned subsidiary of Chetham’s School of Music.

### Governing Bodies

The Feoffees are the governing body of the Hospital and Library charities. The School Governing Body of Chetham’s School of Music is the governing body of the School. The Library Committee acts as the management committee of the Library charity and approval for that Committee’s recommendations is given by the Feoffees.

### Trustee/ Governors Organisational management

The Feoffees are legally responsible for the overall management and control of Chetham’s Hospital and of Chetham’s Library. The Feoffees meet formally at least twice a year. This Sub-Committee consists of Feoffees and senior management of the School and Library. The Investment Sub-Committee oversees the investment portfolio and works with the Investment Managers.

The day to day running of the School and venue is delegated to the two Joint Principals.

The day to day running of Chetham’s Hospital is delegated to the Finance Director for financial and buildings matters.

The day to day running of Chetham’s Library is delegated to the Library Committee and to the Librarian.

The School Governing Body is legally responsible for the overall management and control of the School. The Governing Body meets formally at least three times a year. There are three sub-committees of the Governing Body - the Resources Committee, the Safeguarding Committee, and the International Opportunities Committee.

In addition, a governor is on the School’s Health and Safety Committee. The Remuneration Sub-Committee sets the remuneration packages for the Joint Principals and approves the recommendation by the Joint Principals for the Finance Director.

The remuneration package of the Librarian is set by the Feoffees. Remuneration packages are informally benchmarked against comparable organisations’ pay structures.

The Boards of the two trading subsidiaries meet annually to review accounts and business plan.

# CHEETHAM'S

