



## Finance and Operations Manager

### Introduction

The Mozartists, a leading period-instrument orchestra and registered charity with a small, dynamic team is seeking a qualified accountant to oversee the financial management and operations of the company and take on the role of company Secretary. This person will play an important role as a senior member of an exciting organisation which delivers world-class performances and recordings.

The Finance and Operations Manager will be responsible for the financial running of the charity as well as its key operations. On the financial side, the role includes preparing the annual financial statements and liaising with the independent examiner; quarterly management accounts; regular cashflow forecasts; drafting organisational budget and forecasts; managing the company bank accounts, submitting quarterly VAT returns and monthly Gift Aid returns, ensuring financial controls operate effectively; ensuring statutory compliance with tax, financial and legal regulations; and advising the rest of the team on financial matters including VAT (charity is partially exempt), Gift Aid, and FEU. Annually the role will draft Theatre/Orchestral Tax Relief claims, for review by an external advisor. The role will work with the team to ensure good governance and optimum financial effectiveness.

The Finance Manager will enter all receipts into payments into the accounting software (Xero) and its CRM (Beacon) and make all payments of invoices and expenses.

On the Operations side, this person will work closely with our HR advisory company to oversee the company's HR functions and manage other core functions where required, including IT and phone services, insurance, relationships with key service providers, company policies and compliance issues.

This is a part-time role. We envisage that it will take the equivalent of 2-3 days per week (the busiest periods are in the autumn and winter, following an August year end date). The hours could be worked on a flexible basis in agreement with



the CEO.

<b>JOB TITLE</b>	Finance and Operations Manager
<b>LOCATION</b>	The Mozartists office is at Boundary House, Boston Manor, Boston Road, London, W7 2QE. This is likely to be a hybrid role but some time in the office each week is desirable.
<b>HOURS</b>	This is a part-time contract of 14-21 hours per week. Working pattern to be agreed, but likely to be worked mostly within the office hours of 9:30am – 5:30pm.
<b>SALARY</b>	£48,000 - £52,000 FTE dependent on experience, pro rata for hours per week. Employer pension contributions at 3%.
<b>HOLIDAYS</b>	25 days per annum pro rata plus pro rata bank holidays.
<b>RELATIONSHIPS</b>	The Finance Manager will work closely with the Chief Executive, as well as supporting the other staff in a friendly and dynamic staff team of 6.

## **THE TEAM**

The team is a friendly and dynamic group of people who help the company to punch above its weight. The Finance and Operations Manager will work closely with the Chief Executive, Chairman and Board of Trustees, as well as the Artistic Director, Development team, Concerts Manager and Outreach Coordinator as required.

## **Job Description**

### **FINANCIAL MANAGEMENT**

- Overseeing financial data and systems of the organisation and managing use of Xero.
- Preparing quarterly management accounts and regular budgets/forecasts for the board.
- Preparing the annual financial statements in compliance with the charities SORP (FRS 102), preparing all supporting documents, and liaising with independent examiners.
- Working with the CEO to create the annual budget, and update forecasts during the year.
- Overseeing the charity's VAT compliance (partially-exempt), and processing the quarterly VAT returns.
- Ensuring adequate financial controls and procedures are in place.
- Making payments to suppliers.
- Managing payroll and monthly submission of data (using an external payroll bureau).
- Responsible for Gift Aid statutory compliance and monthly claims.
- Responsible for Pension administration and compliance with Pension Regulator, including auto-enrolment rules.
- Supporting Development staff by creating ad hoc budgets and reports for trust applications and grant reporting.
- Draft the Orchestra/Theatre Tax Relief returns.
- Collaborate with tax advisor / other external advisors as agreed with Board.
- Oversee cashflow and manage the company bank accounts to maximise bank interest income.
- Overseeing CD stock, sales and purchases.
- Ensuring statutory compliance in terms of UK and overseas taxes, financial and work regulations.

### **OPERATIONS**

- Contract and work with our HR advisory service to manage our HR function including generating staff and freelance contracts. and overseeing the management of holiday and sickness records.
- Review and renew general insurance, and event/other insurance where appropriate.
- Take responsibility for IT provision, liaising with our IT support company and service providers and re-tendering the contract if required.
- Oversee office contract and troubleshoot phone and broadband issues if required with landlord.
- Oversee other office suppliers as required, tendering out to new suppliers where appropriate and ensuring our contracts are competitive.
- Oversee company compliance and maintain policies in other areas (e.g. health and safety, safeguarding, fire regulations etc) with input from other team members.
- Overseeing card payment platforms and CPI compliance.

NB some assistance can be provided in these areas of the role.

### **GOVERNANCE AND COMPANY SECRETARY**

- Preparing papers for the annual audit and liaising with the independent examiner.
- Ensuring the company and its subsidiaries compliance with legislative requirements, including filing the Annual Return and accounts with Companies House and the Charity Commission.
- Convening meetings of the Board of Trustees, coordinating preparation of Board papers.
- Minute-taking at quarterly Board meetings.

### **AMBASSADORIAL ROLE / OTHER**

- Representing the company at industry and other networking events.
- Attending company performances and meeting at events.
- Other duties as required.

# Person Specification

## EDUCATION AND TRAINING

- Ideally we are seeking a qualified Accountant (ACA, ACCA, CIMA) or AAT/similar qualification (minimum level 2 or equivalent).
- We may also consider part-qualified (final stage), for example ACA, ACMA, CIPFA, CIMA. Applicants who are qualified by experience only will be considered if their experience and knowledge is suitably explained in the cover letter.

## EXPERIENCE AND KNOWLEDGE

### Essential

- At least two years' experience in a responsible finance role, ideally in the charitable sector.
- Computer literacy including excellent Excel skills and experience of managing the use of accounting software.
- Experience of preparing high quality, accurate accounts, financial data and reports.
- In-depth knowledge of the Charity SORP (FRS 102) and experience applying it.
- Experience of VAT under partial exemption, or the ability to learn about this quickly, and Gift Aid.
- Ability to produce and implement clear financial procedures.
- Understanding of the wider statutory, legal obligations and responsibilities of a charity including Board matters.
- Experience of managing professional operations, including handling business relationships and negotiations.
- Experience of developing and managing the financial and budgeting processes in a professional company.
- Strong attention to detail with an ability to keep sight of the overview.
- Ability to manage own workload and work independently.

### Desirable

- Experience of working in the arts or cultural services sector.
- Experience of using Xero accounting software.
- Experience of submitting budgets for funding applications.
- Experience of recruiting and managing staff.
- Experience of overseas orchestral trading and regulations.
- Experience of Orchestra or Theatre Tax Relief.
- An interest in culture and preferably an appreciation of classical music.

## PERSONAL SKILLS

- Good communication, writing and interpersonal skills.
- Able to work positively as part of a team.
- Operates with integrity and honesty at all times.
- Ability to use initiative, prioritise and take ownership.
- Flexibility and ability to set and meet deadlines.

## KEY DATES AND INFORMATION

**Closing date Monday 26 May 2025** but the company reserves the right to appoint someone into the role sooner if an ideal candidate is found before this date.

Interview times to be mutually agreed.

**To apply, please email your CV and a covering letter to Debbie Coates [recruitment@mozartists.com](mailto:recruitment@mozartists.com), detailing how your skills and experience fit this role, and what interests you about the post.**

## THE COMPANY

The Mozartists, (originally Classical Opera, registered charity number 1063387) was founded in 1997 by conductor and Artistic Director Ian Page to explore and bring to life the music of Mozart and his contemporaries. Widely recognised as one of the UK's leading period-instrument ensembles, The Mozartists combine musical flair and excellence with a vibrant spirit of discovery, receiving widespread acclaim for their benchmark performances and recordings. Performing with outstanding

singers and its highly acclaimed orchestra, the company appears regularly at prestigious venues such as Wigmore Hall, Cadogan Hall, the Barbican and Southbank Centre, as well as on tour in the UK and Europe. In 2015 the company launched its ground-breaking MOZART 250 project – a major 27-year initiative following Mozart’s life, works and influences in chronological ‘real-time’.

The development of young artists is central to the company’s mission, and since 2006 it has provided exceptional young singers with crucial performance opportunities and training through its Associate Artist Scheme, earning a reputation for the strength of its casting and its ability to nurture the next generation of talent. The company also runs an extensive education programme, including our annual MOZART 250 education project in partnership with Ealing and Harrow Music Services.

***“It is hard to imagine hearing another performance as convivial and life-affirming as this.”* GRAMOPHONE**

The company has three main ambitions:

1. to present world-class performances of the works of Mozart and his contemporaries;
2. to provide invaluable performance, training and mentoring opportunities for young musicians with outstanding potential;
3. to encourage and inspire new and existing audiences towards a deeper appreciation and enjoyment of classical music.