



Head of Finance & Operations

Job Pack

November 2023

Head of Finance & Operations



Welcome

Thank you for your interest in Bournemouth Symphony Orchestra (BSO) and the role of Head of Finance & Operations. I have an unshakeable belief that music has the power to change people's lives. I have personally witnessed it.

You will be joining a highly committed team of people who work hard to support each other in helping to realise the Bournemouth Symphony Orchestra's mission *"To be a Cultural Beacon at the heart of our communities, in and beyond the concert hall."*

I joined Bournemouth Symphony Orchestra 11 years ago because of its high artistic values, outstanding Chief Conductor Kirill Karabits, and its international reputation. Its tradition of world-class music making had captured the respect and regard of audiences far and wide.

Since then, the BSO has gone from strength to strength. During the lockdowns of 2020 and 2021, the BSO was one of a handful of UK Orchestras to livestream music. The organisational approach, created by the people who work here have enabled the BSO to overcome many of the challenges posed by the COVID-19 pandemic.

As the Senior Manager of the Finance team you would shape the future of one of this country's most remarkable organisations.

A handwritten signature in black ink that reads "Dougie Scarfe." The signature is written in a cursive, flowing style.

Dougie Scarfe
Chief Executive

About Bournemouth Symphony Orchestra

'The cultural heartbeat of the South West.' Darren Henley, Chief Executive of Arts Council England

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is a professional ensemble known for championing the role of culture in people's lives. Based at Lighthouse, Poole, the Orchestra has residencies in Bournemouth, Bristol, Exeter, Portsmouth, Southampton and Yeovil — it is the largest cultural provider in the South West, serving one of the biggest and most diverse regions in the UK.

The Orchestra, under its Chief Conductor Kirill Karabits, is known for pushing artistic boundaries, and its ongoing series of music from former Soviet states, Voices from the East, continues to gain praise. Boasting an enviable list of principal conductors, including Marin Alsop, the first female principal conductor of a major UK orchestra, the BSO has given memorable performances worldwide and with regular live broadcasts on BBC Radio 3 and Classic FM.

The Orchestra's livestreamed concerts have cemented its reputation for presenting live symphonic music of the highest quality; its online performances remain popular around the globe, with around 900 online viewers joining concert hall audiences for each performance. In 2023/24, the series features guest artists Alina Ibragimova, Sunwook Kim and Awadagin Pratt alongside a host of the UK's leading music broadcasters.

Challenging barriers to high-quality music for all, the BSO leads hundreds of community-based events each year, from its award-winning work in health and care settings to partnerships with schools and music education hubs. In the 2023/24 season, it will welcome its second cohort of BSO Young Associate community music leaders. Following international attention for igniting change, BSO Resound — the world's first professional disabled-led ensemble at the core of a major orchestra, and winner of the 2019 Royal Philharmonic Society's Impact Award — continues to challenge perceptions.

For further information about the BSO please visit bsolive.com

Living in the South West

Voted the best place to live in the UK in 2014 with miles and miles of sandy beaches, some of the best weather in the UK and the longest life expectancy in Britain, Dorset makes for a happy home. With over half the county designated as an Area of Outstanding Natural Beauty, no one can deny that Dorset is truly something special. The county also boasts 5 country parks too. Brownsea Island in Poole Harbour was voted Britain's favourite nature reserve in 2013 and the area around Wareham is recognised as the most botanically rich in the UK.

Dorset has nearly 100 miles of coastline with award winning, golden sandy beaches and Dorset's great outdoors provides a green gym, which is simply unrivalled in the UK.



Dorset has 364 more hours of sunshine throughout the year in comparison to the UK average.

With two Oscar winning Universities, Bournemouth has one of the fastest growing tech sectors in the UK.

Head of Finance & Operations

Role Profile Head of Finance & Operations

Reporting to: Chief Executive

Responsible for: Financial Management Accountant, Finance & Ops Officer, Accounting Technician

The post-holder will be a member of the Senior Management Team, which consists of the Chief Executive, Head of Concerts and Programming, Head of Development, Head of Human Resources, Head of Marketing and Head of Participate.

Main Function:

To be responsible for the analysis, development, management and review of all financial strategies, systems and reporting, and for other matters of resource and business management as agreed with the Chief Executive.

To ensure the development and timely presentation of accurate, detailed management information and to ensure the successful delivery of the Company's financial strategy.

To oversee and co-ordinate a range of operational areas as agreed with the Chief Executive including the development and implementation of an information technology strategy, supplier and other contracts management, purchasing and depreciation policies, and cost and risk management.

To ensure charitable, company and statutory compliance, and as Company Secretary for ensuring the Company fulfil all legal obligations.

To assist the Chief Executive in negotiations with the Company's public funders and other strategic partners.

To act as financial adviser to the Chief Executive and Board of Bournemouth Symphony Orchestra.

Head of Finance & Operations

Key Responsibilities

Leadership

- Develop an effective working relationship with the Chief Executive, the Senior Management Team and the Board to ensure that the Company's finances and operations are managed efficiently and effectively;
- Lead and develop a robust, organised, motivated and successful Finance and Operations function whilst enabling a culture that supports internal and external client groups;
- Support the Company's ethos towards the development of staff;
- Assist the Chief Executive in the development and management of new projects and company structures to ensure continuous improvement in the quality of services and outcomes; and
- Assist the Chief Executive in maintaining the highest standards of good governance.

Company Performance

- In association with the Chief Executive and Senior Management Team:
- Manage the preparation of the Company's Strategic Business Plan, departmental budgets and other financial plans;
- Monitor the financial performance of the Company, and its staff and to benchmark performance with comparable sectors; and
- Review the financial performance of all departments and subsidiary trusts.

Finance

- Help develop, manage, control, monitor and review income and expenditure targets;
- Identify and implement relevant strategies to achieve agreed financial and performance objectives;
- Ensure strong financial controls, systems and best practice in all areas;
- Ensure effective cash and balance sheet management;
- Manage all monthly and year-end accounts preparation, and financial reporting to the Board, and the Management Team;

Head of Finance & Operations

- Provide authoritative advice to the Chief Executive, Board and Senior Management Team on all aspects of the Company's financial, tax and asset management;
- Oversee payroll
- Supervise the preparation of all PAYE, VAT, audit, Gift Aid, charitable and other returns;
- Provide necessary information as required by Arts Council England, other statutory funding bodies, charitable trusts and foundations and individual funders;
- Manage the relationship with the Company's bank, investment managers and auditors including tendering processes;
- Advise on organisational efficiency and manage the implementation of controls, contracts and services; and
- Ensure compliance with Charitable Law, Data Protection, Copyright Licensing and Performing Rights Society requirements.

Operations

- Manage the development and implementation of an information technology strategy;
- Oversee the tendering and management of contracts with key operational suppliers; and
- Manage key operational areas including aspects of building management, the car pool and instrument truck.

Communications

- Ensure effective and constructive communications between the Finance function and other staff of the Company internally, plus externally between the Finance function and all stakeholders, venues, suppliers and contractors; and
- Act as an adviser to the Board of the Company and the Trustees of any associated trusts.

Head of Finance & Operations

Person Specification

Experience

- Significant experience in the management of finance in a commercial environment;
- Excellent team skills, working as part of a Senior Management Team to develop effective strategic and operational decision making;
- Budget preparation, setting and monitoring and financial forecasting;
- Preparing and presenting financial and management accounts, reports and data;
- Managing the relationship with auditors and other business advisers;
- Successful record of working in partnership with external bodies and other stakeholders;
- Management, development and motivation of people;
- Management of change including the development and implementation of new strategies for the management of finance;
- Management of tendering and contracts with preferred suppliers; and
- Working with non-executive board members.

Knowledge/Qualifications

- Qualified accountant;
- Good working knowledge of current accounting software systems; and
- Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.

Head of Finance & Operations

Skills/Abilities

- Excellent communication; both oral and written and excellent interpersonal skills;
- Proven report writing skills;
- Excellent IT skills;
- Proven ability to liaise with statutory agencies e.g. Charity Commission, HM Revenue & Customs
- Team Leader/Player;
- Ability to set targets, motivate and inspire staff to achieve targets;
- Ability to prioritise responsibilities under pressure and be self-motivating;
- Excellent time management skills; and
- Ability to adapt to change.

Personal Qualities

- Understanding and appreciation of the value of the Company's artistic and charitable remit;
- Enthusiastic, energetic, with drive and self motivation;
- Well organised, an efficient and effective leader;
- Tactful and diplomatic;
- Persuasive - a good negotiator;
- Personal Integrity;
- Committed to excellence;
- Excellent communicator; and
- Has good judgment – able to make sound decisions on aspects of quality.

Head of Finance & Operations

Summary of Terms

Contract	Full-time employment
Salary	£60,000 - £70,000 depending on experience (a relocation fee will also be considered).
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	22 working days plus one extra day each year employed up to 25, plus Statutory Bank Holidays and discretionary holiday at Christmas.
Location	BSO Head Office – Lighthouse, Poole's Centre for the Arts

Additional Benefits

- Life Insurance which provides a life cover of 3 times salary
- Access to the BSO's health and wellbeing programme
- Medical cover from Mediacash, a cash plan scheme providing money for a large range of treatments (see BSO health plan for details)
- Parking at BSO Head Office – Lighthouse, Poole
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available.

For more information about this role and how to apply please contact Natalie Wright nwright@bsorchestra.co.uk,
01202 644704