

Wren Music
Director of Finance and Operations
Job Description and Person Specification



Overview of the role

The Director of Finance and Operations will support Wren Music's development and growth by ensuring financial management systems, resources and internal processes are fit for purpose and are continually reviewed and developed.

A key focus of this role is to review processes across the organisation: this includes reports to the board of trustees, identifying opportunities to align systems and streamline admin, and managing the devolution of project documentation and some budget responsibility to non-finance staff.

As one of only two Directors on the staff team, the post-holder will share responsibilities for HR and forward planning with the CEO. As line manager of the Resources Technician and Finance Officer, the post-holder will also have an overview of the IT, website, premises, vehicles and musical instruments, as well as the day-to-day running of the charity's finances.

Wren Music

Wren Music is one of England's leading community folk arts organisations.

Every week Wren makes musical experiences a reality for hundreds of people across Devon - from children in their early years to older adults in residential settings, and everyone in between including looked after children, teenagers with disabilities, vulnerable adults, and the general public. Wren's primary genre is folk music, usually from the South West of England, although we also work with partners nationally and internationally in our areas of special interest.

Wren is serious about the changes that participation in the arts can bring about: regular contact with a group of familiar people, the chance for self-expression, learning about local cultural history, improving a new skill, achieving something together with others, and feeling proud of those achievements can all have a profound impact on people's overall health, wellbeing and sense of belonging. And on top of all that, it can be really good fun.

Wren has contracts with schools, local authorities, community organisations and funders. Wren has a team of staff, freelance workers, and an impressive group of volunteers - all of whom help to make things happen. We are embarking on a period of change and growth so that we can reach even more people, with even better projects, and continue to work towards our vision of a world where every voice is heard.

Job Description

Area	The post-holder will have overall responsibility for
Finance	<p>Managing and understanding the financial picture at Wren Music at all times, including close working with the CEO and reporting to the Board of Trustees (this will include presenting a report in person at each Board meeting).</p> <p>Preparing all financial reports, including annual budgets, management accounts, ongoing profit and loss accounts and balance sheet, to a high degree of accuracy.</p> <p>Playing a leading role in the analysis and planning of finances and highlighting any matters of financial concern.</p> <p>Supporting staff to manage project budgets</p> <p>Managing relationships with the external accountancy firms</p> <p>Ensuring monies due to Wren are collected and that Wren meets its obligations</p>
Operations	<p>Overseeing risk management and insurance</p> <p>Contracts with suppliers and bookers/commissioners</p> <p>Supporting staff to secure contracts and implement projects using standardised templates and formats</p> <p>HR systems and procedures: recruitment, contracts, annual leave, sickness, payroll, disciplinary, supervision, 1:1s, and appraisals.</p> <p>Developing systems for allocating/matching staff to projects, understand staff availability, and supporting staff to manage workloads.</p> <p>Governance and compliance (with internal policies and with Data Protection Act 2018) through reviewing calendars, databases, document storage, email and phone systems.</p> <p>Compliance with regulations of Charity Commission and Companies House Act as company Secretary</p>
Other - specific	<p>Line management/supervision of the Finance Officer and Resources Technician - through this the post-holder has overall responsibility for management of premises, facilities and resources, including vans, instruments and materials</p> <p>Identify appropriate schemes and work towards accreditation: e.g. Trusted Charity status, Impact Champion status, Investors in People, and Top 100 companies.</p>
Other - general	<p>Any other tasks identified by the CEO as commensurate with the role</p>

Person Specification

Area	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> - Educated to degree level (or equivalent) 	<ul style="list-style-type: none"> - Business management or financial qualification
Knowledge and Skills	<ul style="list-style-type: none"> - Good working knowledge of electronic, web-based financial reporting systems - Ability to embed and monitor good working practices across the organisation (including financial systems, project documentation etc) - Proactive and thorough: able to anticipate problems and willing to tackle them - Confident communicator (verbal and written), able to clearly communicate complex information to staff, trustees, partners and supporters - Financially articulate, able to liaise with accountants, Charity Commission, Companies House and act as Company Secretary 	<ul style="list-style-type: none"> - Use of Xero (software) - Able to present information in visually appealing ways
Experience	<ul style="list-style-type: none"> - Financial management - HR - line management, recruitment, appraisals - Negotiating and managing contracts, including credit control - Implementing new office systems 	<ul style="list-style-type: none"> - Overseeing management of IT, premises and other resources - Experience of a finance role in the third sector - Experience in the arts
Personal Qualities	<ul style="list-style-type: none"> - Team player - Attention to detail - Sense of humour - Commitment to the aims of Wren Music 	

Terms and Conditions

Job Title	Director of Finance and Resources
Accountable to	Chief Executive
Accountable for	Resources Technician; Finance Officer
Location	Okehampton, Devon
Salary	£30,000 - £35,000 (pro-rata)
Contract	Permanent, subject to a six month probationary period
Hours	3 to 4 days per week (to be agreed on appointment) <i>May require some evening and weekend working, which can be claimed as time off in lieu. This is primarily an office role, and we are a flexible employer, open to discussion about flexible working which may include formalised flexi-time, fixed non-standard hours, and working from home.</i>
Annual Leave	25 days plus bank holidays (pro rata)
Travel	Occasional travel in the South West
DBS Check	Basic (carried out on appointment)
Start Date	Monday 2 September 2019 (to be agreed on appointment)

To apply for this role, please send a CV and covering letter. Your letter should be no more than two sides of A4, and should outline how you meet the person specification and why you want to work for Wren Music.

Send to:

Marilyn Tucker
CEO and Artistic Director
Wren Music
Ebenezer Hall
North Street
Okehampton
Devon, EX20 1AR

Deadline for applications: Sunday 2 June 2019

Interview Date: week commencing 24 June 2019