

**WILTSHIRE
MUSIC
CENTRE**
BRADFORD ON AVON

WILTSHIRE
Live MUSIC
CENTRE

**HEAD OF FINANCE
RECRUITMENT PACK**

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WELCOME

We're delighted that you're interested in the Head of Finance role here at Wiltshire Music Centre (WMC).

It is an exciting time here at WMC. The leadership team has been recently reinvigorated with our appointment as Artistic and Executive Directors.

We are working together with the skilled team to create a new vision for the Centre, where our music, Creative Learning and Community programmes are supercharged: exciting, relevant and reflecting the needs of our communities, artists and audiences.

Our space is unique: we are a 300 seated concert hall in Bradford on Avon in the heart of rural Wiltshire and since we opened in 1997, we've built an enviable reputation as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Our cross-genre music programme runs from classical to jazz, folk and contemporary music, with artists like the Doric String Quartet and the Orchestra of the Age of Enlightenment having close relationships with the Centre. Learning and music creation happens in every space - music-making opportunities for exceptional young musicians, community groups and our group for disabled young adults brings our space to life every week.

WMC will be changing and growing quickly over the next few years - with exciting developments, new music and artistic changes meaning this is an exciting time to join the organisation for someone who is interested in working somewhere fast, dynamic and creative.

We hope that you share our passion for music and music-making. Music, and the arts, are essential - and we want to ensure we're at the heart of our communities for years to come.

We look forward to hearing from you.

Sarah Robertson and Daniel Clark

Executive Director and Artistic Director



THE ROLE: HEAD OF FINANCE

ROLE SUMMARY

We're offering an opportunity to join our small and vibrant team as Head of Finance. The Head of Finance role is responsible for the **strategic and operational leadership** of finance within a £1.3m turnover charity.

The Head of Finance will partner closely with the Executive Director, Artistic Director and Trustees to drive financial strategy, ensure robust financial management, and provide clear insight to support decision-making across all areas of activity, including events, lettings,

and fundraising. This role will sit on the small Senior Leadership team and will line manage the Finance Assistant.

This is an opportunity to play a central role in shaping the finance function of an ambitious and growing arts organisation in a creative and proactive way, helping to create a firm foundation for Wiltshire Music Centre to grow and thrive.

KEY DELIVERABLES:

- ✓ Accurate and timely monthly **management accounts and Board reports**
- ✓ **Month end processes** timely and fulsome
- ✓ Annual **budget, forecasts, and audited statutory accounts**
- ✓ Effective **cash flow and investment management**
- ✓ Clear, concise **financial insight** to support strategic decisions
- ✓ Strong **financial controls**, policies, and risk management processes
- ✓ A financially informed, confident leadership team



KEY AREAS OF RESPONSIBILITY

FINANCIAL MANAGEMENT & REPORTING

- ✓ Lead preparation of management accounts, cash flow forecasts, and variance analysis
- ✓ Produce quarterly finance reports for the Directors and Board of Trustees and manage month end processes and reports
- ✓ Oversee preparation of the annual statutory accounts and audit
- ✓ Maintain a clear reserves policy and monitor cash flow to ensure sustainability
- ✓ Administer finances raised through fundraising campaigns, donations, sponsorship and grants, and claim back associated Gift Aid from HMRC
- ✓ Prepare and process VAT returns, handling partial exemption when applicable
- ✓ Be the first point of contact for any HMRC query

BUDGETING & STRATEGY

- ✓ Coordinate the annual budgeting process across departments
- ✓ Provide financial modelling and analysis for strategic planning and fundraising bids
- ✓ Support the Executive Director and trustees in scenario planning and long-term forecasting
- ✓ Advise on risk management and internal controls

OPERATIONS & SYSTEMS

- ✓ Oversee day-to-day finance operations (invoicing, payments, payroll, expenses, reconciliations)
- ✓ Maintain accurate event and project accounts, reconciling Box Office data to financial systems and ensuring the accuracy of ticket sales data
- ✓ Ensure adequate, efficient provision and use of merchant services and card payment solutions
- ✓ Manage and improve financial systems e.g Sage
- ✓ Work closely with Executive Director and fundraising teams to track restricted and unrestricted funds

GOVERNANCE & COMPLIANCE

- ✓ Ensure compliance with the Charities Act, Companies Act, and funder requirements
- ✓ Prepare data and documents as required for reporting to key funders including Arts Council England and Wiltshire Council
- ✓ Prepare finance reports and dashboards for board meetings
- ✓ Liaise with external accountants, auditors, and the Charity Commission
- ✓ Support the Treasurer and Finance & Resource Committee and attend board meetings as required

ORGANISATIONAL STRATEGY & GROWTH

- ✓ Work collaboratively with colleagues to identify strategic opportunities for growth
- ✓ Actively contribute to the Senior Leadership Team and attend meetings



IDEAL CANDIDATE PROFILE

ESSENTIAL

- ✓ **Professional qualification** (or part-qualified) such as:

ACA / ACCA / CIMA / CIPFA,
or equivalent

- ✓ Strong financial and accounting experience within a Finance Department covering all relevant functions (bookkeeping, invoicing, payroll)
- ✓ Excellent budgeting, forecasting, and analytical skills
- ✓ Knowledge of Charity SORP and statutory charitable reporting and accounts preparation

- ✓ Technical knowledge of tax matters (VAT and PAYE)

- ✓ Experience of managing VAT and gift aid for a charity

- ✓ Experience with Sage or another cloud-based accounting platform

- ✓ Experience of managing successful teams

- ✓ High attention to detail and ability to communicate financial information clearly to non-financial colleagues

- ✓ Commitment to the charity's mission and values

DESIRABLE SKILLS

- ✓ Experience with arts, education, or cultural sector charities

- ✓ Experience working with fundraising and grant-making bodies, including and understanding of restricted funds, grant management, and project reporting

- ✓ Experience of working with Spektrix or other box office systems



POSITION DETAILS

SALARY

£c. 45k pro rata depending on experience

CONTRACT

Permanent

WORKING HOURS

Part time, 30 hours per week, plus some occasional evening and weekend work

LOCATION

Office-based, flexible working patterns are available

RESPONSIBLE FOR:

Finance Assistant (0.6)

REPORTING TO

Executive Director

PROBATIONARY PERIOD

Six months

ANNUAL LEAVE

32 days per year (pro rata), including the standard bank holidays and two extra days at Christmas

WHAT WE OFFER

Complimentary tickets for WMC core programme performances
The People's Pension – contributions in line with statutory auto-enrolment
Hybrid/flexible working arrangements



HOW TO APPLY & TIMELINE

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to recruitment@wiltshiremusic.org.uk.

Please include details of x 2 referees.

For an informal chat about the role, please contact Sarah Robertson, Executive Director: sarah.robertson@wiltshiremusic.org.uk

As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.

CLOSING DATE FOR APPLICATIONS

9am, Monday 19th January 2026

Please note we'll begin reviewing applications right away and may close the application period early if we receive a great response, so we encourage you to apply early.

INTERVIEWS

W/C 26th January 2026



