



Applicant Pack
Finance Manager



The Role

As Finance Manager you will play a vital role at World Heart Beat, ensuring the effective day-to-day management of finances and financial administration, as well as informing future business planning.

In your role you will work with key personnel across the team, providing a guidance and leadership in relation to budget management and information to enable the effective submission of funding applications and stewardship. You will also provide excellent reporting to support the Executive and Board.

It is an exciting time for the charity, following the opening of World Heart Beat Embassy Gardens, our second site for music teaching, which includes a new concert hall and studios.

The operation of two sites has increased our activities and overheads, so our Finance Manager will have an important role to play. We have also established a CIC through which new earned income streams are channelled. The Finance Manager will have the opportunity to develop and shape our processes, and feed into forward planning.

If you are an accomplished experienced Finance professional looking to develop in your career, or are a more senior candidate who may be returning to work after a pause in your career, or are looking to balance a role with wider parenting and caring responsibilities, or would simply like a change of organisation, we would love to hear from you!





About Us

World Heart Beat is a registered music charity. Its programmes enrich the lives of children and young people, and its communities. We place social justice at our heart, providing equality of access through the removal of financial barriers to all, and giving a voice to those who are underrepresented.

World Heart Beat was established in 2009 by Sahana Gero MBE to meet the need for music tuition outside of school, and creative industry skills training, for some of London's most disadvantaged young people. The organisation now enters a new phase, opening a second site in Nine Elms, south west London. Our Embassy Gardens building, situated adjacent to the US Embassy, comprises a state-of-the-art concert hall (the first to open in London since 2008), industry standard recording studio, media broadcast room, teaching spaces and café/bar.

World Heart Beat Embassy Gardens is situated in the heart of a new neighbourhood, which forms part of the major Nine Elms regeneration. Our venue is immediately adjacent to housing estates which are amongst some of the poorest in the country, and where arts engagement is low, and fulfils a gap in provision (previously under-served for music venues (just two pubs and youth services). We are committed to providing access to quality, inspiring and joyful concerts, and events for the community, and to playing a crucial role in social cohesion.

Our broad global music programme is intended to appeal to a breadth of audiences, reflecting the vibrant diversity of London, attracting music lovers from across the capital and from our communities. Our concert programme features international musicians, as well as emerging artists at the start of their careers. Embassy Gardens will also enable us to do more for young people than ever before. Our outstanding facilities, including our studio, means we can record young musicians, giving them a foot up in their careers, as well as deliver our EMERGE training programme, which is designed to address the lack of representation of women, Black and disadvantaged young people, in the music industry.



Transforming Young Lives

"If it wasn't for playing music, I wouldn't be alive. I used to carry a knife, but music changed all that. Playing music is my protection now"

WHB student

We nurture the talents of the next generation in a warm and welcoming environment, which sees young people thrive. From an intake of 70 young people in 2010, we currently have c.350 students aged between 5 and 25 years at our academy in Southfields and at Embassy Gardens. Our new centre will enable us to reach more children and young people, and we hope to double our numbers over the next five years.

A snapshot of our track record to date:

- **We provide 9,000+ hours of music-making each year**
- **More than 50% of students receive free instruments and tuition**
- **60% of our students are 'Black, Asian or minority ethnic'**
- **We teach a global music programme, reflective of the diversity of our communities**



Students typically come to us regularly for more than seven years, and 40% come multiple times a week, which enables us to support their growth as musicians

We support young people to become independent young people in the world, nurturing them as individuals, growing their confidence and aspirations.

At a time when music education in the formal sector is being squeezed out of the curriculum and tuition is becoming increasingly unaffordable to many, our work is more valuable than ever.



MUSIC LEADERS AGED 15-25



91% feel that WHB offers a supportive, encouraging & motivational environment



80% have learnt new music skills at WHB



74% feel more confident and have increased self-esteem

“ *The talent, community & challenges here motivate me to get better each day.* ”

YOUNG PEOPLE AGED 12-14



97% attend WHB at least once a week



80% have learnt new music skills at WHB



97% believe that if they work hard they will succeed



72% report an improvement in their school work

“ *I enjoy being in a creative environment & being around other musicians.* ”

CHILDREN AGED 11 AND UNDER



100% attend WHB at least once a week



80% said they feel more confident



96% feel supported by WHB teachers and staff



72% have improved communication skills

“ *I love Wednesdays when I see my friends & the teachers. It's a magical time.* ”

Key Responsibilities



Financial Planning

- Lead on the annual budget preparation process, including the creation of regular reports to the board of trustees, senior management team and project managers
- Contribute to the financial information required for funding applications as required by the Fundraising team
- Maintain and regularly update cash flow

Financial Management

- Prepare regular management accounts and associated papers as required for budget holders, senior management team and board of trustees, providing analysis and supporting information to inform decision-making and organisational planning
- Maintain oversight of systems, processes, and procedures within the finance function ensuring they are fit for purpose, capturing and coding transactions effectively, and supporting staff to deliver on their finance responsibilities with excellence. Processes include, but are not limited to; Purchase/Sales ledger management, batch/individual payments, bank reconciliation, compliant staff & business expenses, petty cash, business credit card management, international payments, services & utility accounts, payroll and pensions
- Ensure payments are made in a timely & controlled fashion
- Manage monthly payroll submission, submitting information to World Heart Beat's accountants and reviewing reports to ensure payroll is accurate and signed off in accordance with monthly time frames
- Manage casual staff timesheet process and integrate with monthly payroll
- Respond to queries on pension and payroll as needed
- Ensure HMRC reporting and payments carried out on time, including Income Tax/NICs and Foreign Entertainer withholding tax
- Process and complete claims for Gift Aid
- Prepare monthly VAT submission, co-ordinating with World Heart Beat's accountants

- Produce financial information for funders reports as required by the Fundraising Manager, including the regular Arts Council England (ACE) NPO reporting requirements

- Developing a positive environment and awareness of finance matters across the organisation

Financial Accounting

- Ensure compliance, controls, policies and procedures are in place to ensure finance, governance, legislation and data regulations are upheld at all times, including across payroll, payment of performers, and employment
- Manage the relationship with World Heart Beat's accountants, ensuring the preparation of the annual accounts for the charity and its commercial subsidiary are met and compliant
- Proactively engage in financial risk management, reporting concerns and mitigating risk accordingly, where needed.
- Working with the book keeper, ensure that the processes for capturing and coding financial data are robust and effective
- Maintain recording and report balance of restricted and unrestricted funds, and position against Reserves Policy
- Record and manage Fixed Assets registers & depreciation
- Manage the monthly reconciliation of financial processes, including commercial activities, ticket sales, café and performance settlements, and intercompany transactions

Business Administration

- Oversee key business contracts including for example, pre-paid credit cards (Equals) and batch payment system Telleroo
- Ensure all operational finance tasks are completed accurately and on a timely basis
- Ensure compliance
- Undertake other duties or specific projects as required




Person Specification

Skills and Experience

- Qualified by experience (essential), minimum three years
- Previous experience of working in a small finance team
- Working knowledge of Charities Statement of Recommended Practice (SORP)
- Demonstrable experience of financial planning, budget management and reporting to a senior organisational level
- Ability to interpret financial information and effectively communicate it to staff without a financial background
- Working knowledge of good governance and compliance, ideally in the charity sector
- Knowledge of relevant legal and regulatory frameworks (charity, financial, accounting)
- Expert use of IT including advanced use of spreadsheets and word processing applications (essential) and financial software (Xero is strongly desirable)
- Excellent attention to detail and commitment to the highest professional standards
- Organised and methodical in following processes and meeting deadlines
- Demonstrable ability to develop and maintain good working relationships with stakeholders at all levels
- Willingness to be flexible and adaptable in a fast-paced environment

Personal Attributes

- Positive and forward-thinking
 - Ability to self-start and work independently
 - Highly organised
 - Enthusiastic about the music and / or the arts, and how they benefit society
 - An active contributor when working in a team
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Further Role Details

Reporting to:	James Gero - Chief Executive
Line manager for:	Book keeper
Working with:	Director of Commercial and Philanthropy, Senior Development Manager, Marketing Manager and Head of Programmes
Company:	World Heart Beat Music Academy
Salary:	£40,000 - 45,000 FTE
Benefits include:	Contributory Pension Scheme; Equipment and support to work from home effectively; Training & development tailored to your experience
Hours:	Part-time, 4 days per week, 32 hours (with 1 hour for lunch included)
Location:	Hybrid – home and office (South West London)
Holiday:	25 days FTE plus bank holidays

TERMS & CONDITIONS

World Heart Beat is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background.

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HEALTH AND SAFETY

All employees will be required to have a DBS check and are required to understand and comply with World Heart Beat Music Academy's Health and Safety Management Policy, including taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work. The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with World Heart Beat Music Academy's Child Protection Policy Statement at all times.

HOW TO APPLY

Please provide a copy of your current CV together with a covering letter explaining why you are interested in the position and how your skills and experience aligns with the person specification. Please include the names of two referees, one of which must be your most recent employer. References won't be taken up without your consent. Your letter, CV and EO monitoring form should be emailed to Kirsty Goodacre at: kirsty@worldheartbeat.org

Application Deadline: Monday 19 June 2023 (midday)

Interviews: Interviews will be undertaken when suitable applications are received. Should the right candidate be found, the application deadline may close early. We'd therefore recommend applying in good time.

If you would like an informal conversation about the role ahead of applying, please email James Gero, CEO, at james@worldheartbeat.org