



Hastings International Piano

Job Description - Finance Director (Part-time)

Hastings International Piano (“HIP”) is an incorporated organisation and registered charity. The charity stages a biennial international piano concerto competition in Hastings, East Sussex providing public concerts and recitals, together with year-round educational activities and other musical events designed to encourage the appreciation of music among all age groups.

Reporting to:

Finance Trustee

Key Responsibilities

- Financial leadership and strategy, to include working with the small executive team to plan a financially viable medium/long term artistic strategy that meets the Charity’s core objectives.
- Day-to-day responsibility for all finance functions - income management and cost control, including management of cash, bank relationships, book-keeping, payroll, VAT, gift aid etc.
- Implementation of policies and procedures, controls and delegated authorities to ensure effective and accurate financial management, ensuring that all stakeholders, including volunteers, receive appropriate financial support and guidance.
- Annual budget and quarterly forecasts, in collaboration with the executive team.
- Provision of monthly finance reports to support the executive and Board - to include management accounts, cash flow, commentary and performance against key performance indicators.
- Ensure appropriate IT systems and controls in place through management of contract for third party IT support.
- Collaboration with Development team to establish fund-raising strategy and targets and to help manage funding applications.
- Management of annual audit process and preparation of statutory accounts in collaboration with external auditors.
- Ensure compliance with all relevant regulatory bodies, Companies House,

Charities Commission, HMRC etc., to include responsibility for routine reporting.

- Ad hoc financial reporting for quarterly Board meetings.

Experience, knowledge and skills:

Essential

Recognised accounting qualification.

Proven experience in a senior finance role, strategic and operational

Experience of working closely with Board members.

Confident and effective communicator.

Ability to work effectively as part of a team with a variety of stakeholders.

Interest in Classical Music and the Arts.

Desirable

Arts/Charity compliance and accounting.

Experience of Arts sector funding - public and private.

Personal qualities

High level of integrity, ethics and a commitment to the mission and values of the organisation.

Articulate with a natural ability to command the confidence of all stakeholders. Highly motivated and well-organised.

Proactive and flexible approach - willingness to get involved.

Terms

Part-time role, average one day per week, with some flexibility at certain times of the year.

Hybrid working: based at Hastings office but with occasional home working if desired

Salary – According to experience

How to apply

Please send CV and covering letter for the attention of Ian Brignall, General Manager at ian.brignall@hastingsinternationalpiano.org

Please send all applications by the 8th October 2024

Interviews will be held the week beginning 14th October 2024

September 2024