

FINANCIAL CONTROLLER

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Chief Executive
Working Hours:	Part time, 15 hours per week
Contract:	Permanent
Salary:	£54,075 pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
Annual Leave:	22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas. Entitlements are pro-rata for part-time employees.

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives

2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About the Role

The key purpose of this role is to prepare budgets and management accounts and oversee the annual audit. The financial controller also advises budget holders and provides verbal and written reports to the Senior Leadership Team and Board. Working closely with the Finance Manager and Finance Administrator, they play a leading role in ensuring that Kent Music finance processes are efficient and compliant.

3 Job Description

- 3.1 Prepare the annual budget for Kent Music in consultation with the finance manager, chief executive and budget holders.
- 3.2 Work with departmental managers to collate budgets for particular areas of activity.
- 3.3 Produce monthly management accounts for the Board and Chief Executive.
- 3.4 Attend meetings of the Board and the Finance Sub Committee as required (the Finance Committee meets every quarter, with the Trustee Board meeting two weeks after the Sub Committee).
- 3.5 Attendance at Senior Leadership Team meetings as required.
- 3.6 Prepare the Statutory Accounts in accordance with current statutory guidelines, SORP and FRS102.
- 3.7 Lead the year end audit and liaise with external auditors.
- 3.8 Maintain fixed assets registers including depreciation
- 3.9 Responsible for Accrual and Prepayment balance sheets
- 3.10 Attendance at the audit start and close meetings along with the audit committee meeting held in February.
- 3.11 Provide advice and guidance on the use of Sage 200 as required.
- 3.12 Support the Finance Manager with advice on financial systems and procedures.
- 3.13 Maintain high standards of work and professionalism at all times, particularly the accuracy and presentation in written and verbal communication.
- 3.14 Maintain high standards of confidentiality including adherence to relevant legislation such as GDPR.
- 3.15 Other duties as reasonably requested by your line manager.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Fully qualified chartered accountant with CCAB or CIMA accreditation	✓	
Evidence of regular finance CPD		✓
Knowledge, skills, and experience		
Knowledge of day-to-day finance management for a similar sized organisation.	✓	
Able to prepare and present complex budgets and monitoring reports.	✓	
Able to manage a large payroll	✓	
Able to prepare and manage an annual audit process	✓	
Knowledge of Sage Payroll and Sage 200 software	✓	
Experience of using Microsoft Office applications, particularly advanced Excel, Word, and Outlook.	✓	
Excellent organisational skills with ability to manage time, and workload, prioritising tasks effectively.	✓	
Excellent verbal and written communication skills.	✓	
Knowledge and application of the Charities SORP		✓
Good attention to detail.		✓
Able to be resourceful and proactive when dealing with pressing issues.		✓
Able to work either self-sufficiently or collaboratively as necessary.		✓
Kent Music attributes		
Able and willing to work flexibly across the organisation	✓	
Knowledge and experience of safeguarding and GDPR processes		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.