

Finance Director

London Orchestra

Background Information

One of the finest orchestras on the international stage, the London Philharmonic Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles. As well as its concert performances, the Orchestra also records film soundtracks, releases CDs and downloads on its own label, and reaches thousands of people every year through activities for families, schools and local communities.

The Orchestra was founded by Sir Thomas Beecham in 1932, and has since been headed by many great conductors including Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt and Kurt Masur. In 2017 Vladimir Jurowski celebrated his tenth anniversary as the Orchestra's Principal Conductor. Edward Gardner is currently Principal Conductor Designate, and will take up the position when Jurowski's tenure concludes in September 2021.

The Orchestra is resident at Southbank Centre's Royal Festival Hall in London, where it gives around 40 concerts each season. Throughout 2019 we celebrated the music of Britain in our festival *Isle of Noises*, exploring music from and inspired by the British Isles, from Purcell to the present day. 2020 will see a new series entitled *2020 Vision*, which features some of the most exciting works written since 2000, each combined in concert with pieces composed exactly 100 and 200 years earlier.

The London Philharmonic Orchestra enjoys flourishing residencies in Brighton, Eastbourne and Saffron Walden, and performs regularly around the UK. Every summer, the Orchestra takes up its annual residency at Glyndebourne Festival Opera, where it has been Resident Symphony Orchestra for over 50 years. The Orchestra also tours internationally, performing to sell-out audiences worldwide. Highlights of the 2018/19 season included a major tour of Asia including South Korea, Taiwan and China, as well as performances in Belgium, France, Germany, The Netherlands, Spain, Greece, Switzerland and the USA.

The London Philharmonic Orchestra has recorded many blockbuster film scores, from *The Lord of the Rings* trilogy to *Lawrence of Arabia*, *East is East*, *The Hobbit: An Unexpected Journey* and *Thor: The Dark World*. It also broadcasts regularly on television and radio, and in 2005 established its own record label. There are now over 100 releases available on CD and to download. Recent additions include Mahler's Symphony No. 4 conducted by Vladimir Jurowski, Beethoven's Symphonies Nos. 3 & 5 under the late Kurt Masur, and a film music disc under Dirk Brossé.

In summer 2012 the London Philharmonic Orchestra performed as part of The Queen's Diamond Jubilee Pageant on the River Thames, and was also chosen to record all the world's national anthems for the London 2012 Olympics. In 2013 it was the winner of the RPS Music Award for Ensemble.

The London Philharmonic Orchestra recently celebrated the 30th anniversary of its Education and Community department, whose work over three decades has introduced so many people of all ages to orchestral music: Our dynamic and wide-ranging programme provides first musical experiences for children and families; offers creative projects and professional development opportunities for schools and teachers; inspires talented teenage instrumentalists to progress their skills; and develops the next generation of professional musicians.

The Orchestra's work at the forefront of digital technology has enabled it to reach millions of people worldwide: all its recordings are available to download and stream and, as well as a YouTube channel and podcast series, the Orchestra has a lively presence on social media.

lpo.org.uk
[facebook.com/londonphilharmonicorchestra](https://www.facebook.com/londonphilharmonicorchestra)
twitter.com/LPOrchestra

Job Description and Person Specification

Job Title: Finance Director

Reports to: Chief Executive

Summary duties: The role is responsible for all financial and administrative issues of the orchestra. It works closely with the Chief Executive and other staff to create an effective administration and provide other services in order to support and enable the LPO's artistic mission.

Key responsibilities:

- Financial control and reporting
- Budgetary control and monitoring
- Financial Strategy
- Professional services as required: insurance, legal and risk assurance, company secretarial
- Information Technology
- Facilities Management

Salary commensurate with experience

Working hours: Monday – Friday 9.30 – 5.30 however work outside this time is inherent in the nature of the role.

Pension: The company will contribute a sum equivalent to 6% of salary to a qualifying scheme of your choice following the completion of twelve months of service.

Other benefits: The package includes 2 tickets for all London concert programmes and four seats for Glyndebourne dress rehearsals

Probationary period: 6 months

Notice period: Three months

Holidays: 20 days per annum increasing by one for each full year of service to a maximum of 25.

Any offer will be subject to the receipt of two references and an enhanced criminal disclosure. The LPO values diversity and an individual's contribution irrespective of race, ethnic origin, religion, gender, sexual orientation, disability or social background.

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Finance

Control and Reporting

- Manage and supervise the finance team (2)
- Prepare management and annual accounts
- Present financial information to Board and other stakeholders
- Design and implement internal control systems and procedures
- Implement financial policies and procedures
- Manage relationships with banks and other financial institutions

Budgetary Control and Monitoring

- Oversee annual budget process and agree with other Heads of Department, the Chief Executive and Board
- Monitor actual and expected variances from budget and act accordingly
- Provide year end forecasts as appropriate

Statutory compliance

- Ensure adherence to UK legislation including PAYE, VAT, UK withholding tax, Companies and Charity legislation
- Provide advice on tax matters including gift aid, international withholding taxes and VAT to other departments

Oversee Financial Strategy and Forecasting

- Provide long term forecasts and models as appropriate
- Assess ad-hoc projects as required
- Provide constant financial overview of operations to maximise financial efficiency

Professional Services

- Liaise with auditors, lawyers and other regulatory bodies (including Inland Revenue, Customs and Excise, and Charity Commission)
- Review contracts and provide advice as appropriate
- Arrange insurance for ongoing activity and assess adequacy of cover for specific projects
- Act as Company Secretary

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Information Technology

- Have overall responsibility for IT systems utilised by the administrative staff

Facilities Management

- Liaise with building managers over service provision and issues of office accommodation
- Responsible for telephone and cleaning contracts and other office services

Other

- Provide commercial advice and assess commercial opportunities
- Compile and draft annual company review for funding organisations
- Compile general operational data and respond to enquiries accordingly
- Input into strategic reports as required
- Attend meetings of Board of Company and Board of the London Philharmonic Orchestra Trading Ltd
- Liaise with Chairman and other Directors as required
- Perform other duties as necessary

Person specification:

	Essential	Desirable
Financial Experience	Senior Finance Qualification with a minimum of 5 years experience in a financial-management environment. Knowledge of Companies Legislation. Experience of an arts organisation of a similar size (turnover £10 million)	Working knowledge of Charity Legislation
Leadership	Ability to motivate and support staff within department and entire administration Ability to gain confidence of Board, members of the Orchestra and external stakeholders	
Board / Senior Management	Successful participation in group decision making forums	Experience of participation in Board meetings
Forecasting & Budgeting	Ability to consider creative solutions and provide alternative models and scenarios for assessment	Financial modelling, forecasting, budgeting and variance analysis
Communication and Presentation Skills	Able to present financial data clearly to board, members and	

	other non-finance staff in formal and informal presentations both in writing and orally	
Professional services	Experience of dealing with auditors	Experience of dealing with lawyers and insurance brokers
Contracts and negotiation skills	Experience of negotiating, drafting and reviewing internal and external contracts	
Computer Skills	Advanced knowledge of MS Excel / other spreadsheet package. Advanced user of SUN systems.	Understanding of IT networks Knowledge of MS Access
Artistic interest	Empathy for artistic mission	Interest in classical music

How to Apply

Applications should include:

- A curriculum vitae giving details of relevant achievements and experience as well as educational and professional qualifications
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they can be contacted (please note that we will not contact your referees without your express permission)
- Contact details including day and evening telephone/mobile numbers
- A completed diversity monitoring form

Application deadline **Thursday 19 March 2020**