

# London **Philharmonic** Orchestra

## **Finance Manager: Information for Candidates**

The London Philharmonic Orchestra is seeking a Finance Manager to be an integral part of the organisation's Finance Team, playing an active role in ensuring the efficient running of the orchestra's finances, supporting and enabling the organisation's artistic mission.

## **About the London Philharmonic Orchestra**

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 community groups.

The London Philharmonic 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.

The London Philharmonic Orchestra has performed at Southbank Centre's Royal Festival Hall since it opened in 1951, becoming Resident Orchestra in 1992. As well as its London home it also has flourishing residencies in Brighton, Eastbourne and Saffron Walden, and each summer plays for 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.

The London Philharmonic Orchestra broadcasts regularly on television and radio. It also works with the Hollywood and UK film industries, recording soundtracks for blockbusters including the Oscar-winning score for The Lord of the Rings trilogy. In 2005 it established its own record label, which now numbers over 100 releases all available on CD and to stream or download.

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's dynamic Education & Community programme offers first musical experiences to children and families; provides creative projects and professional development opportunities for schools and teachers; inspires talented teenage instrumentalists to progress their creative skills; and develops the next generation of professional musicians. The Orchestra's work at the forefront of digital engagement and social media 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 regular podcasts, the Orchestra has a lively presence on social media.

# London Orchestra

## The Finance Department

The Orchestra's Finance department is a small, close knit team, consisting of the Finance Director, Finance Manager and Finance Officer.

## The Role

Job Title: Finance Manager  
Reports to: Finance Director  
Location: London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP. Initially the role will work remotely due to the current restrictions caused by Covid-19.  
Hours: 9:30am - 5:30pm, Monday-Friday, plus concerts and events as necessary (evening and some weekends)

## Overall Responsibilities

The post holder will support the work of the London Philharmonic Orchestra's busy Finance department playing an active role in ensuring the efficient running of the orchestra's finances. The role holds responsibility for orchestra fees payment and financial control/reconciliation alongside being a key point of contact for all finance related queries. The post holder works closely with the Finance Director, Finance Officer and other staff to create an effective administration and provide other services in order to support and enable the London Philharmonic Orchestra's artistic mission.

### Main tasks

- Processing of fortnightly orchestra fee payments, and maintaining the orchestra fees database including information in relation to VAT self-billing and royalties
- Review of weekly/monthly creditor payments
- Carry out monthly cashbook posting for all entity bank accounts including trading subsidiary accounts
- Carry out monthly reconciliation tasks including bank reconciliation and debtor/creditor reconciliation
- Petty cash reconciliation and review, including being responsible for fulfilling foreign currency request for tours department
- Review of Venue and Tour reconciliations and overseeing the School invoicing process
- Assisting with monthly management accounts and annual statutory accounts.
- Completion of FEU withholding tax returns, EC Sales lists and annual HMRC performer return
- Assisting with completion of quarterly VAT return
- Monthly postings of LPO label income and expenditure, and regular stock reconciliations
- Undertaking the annual royalty process for LPO CD label
- Submission of Gift Aid claims
- Assist managing relationships with banks and other financial institutions, in particular foreign currency requirements
- Assisting with development and implementation of financial policies and procedures
- Assisting with administration of SUN systems
- Supervision of Finance and IT Assistant
- Scope to take on additional duties in line management, payroll and financial management as the role progresses
- Undertaking such other duties as the Company may reasonably require

## Person Specification

- Experience of SUN accounts system
- Working knowledge of orchestral fee structures
- Working knowledge of EC sales, VAT, FEU and other statutory returns and HMRC reporting requirements
- Part-qualified/qualified CCAB or equivalent accountant, or qualified by experience
- Strong excel and IT skills
- Organisational skills and the ability to manage a diverse workload
- The ability to prioritise and to handle varied demands in a timely manner
- A willingness to adopt a “hands-on” approach when required
- The ability to work well with colleagues at all levels and to be a good team player
- An open and inquisitive mind
- An interest in the arts in general, and classical music in particular

## Terms

The salary range for this position is £30,000 - £32,000 p.a. and there is a six-month probationary period. After 3 months in the position, the successful candidate will have access to a 6% contributory pension scheme. The post holder is entitled to 20 days annual leave per annum, rising by one day for each full year of service (September-August) to a maximum of 25 days. The package also includes two tickets for all of the LPO's Royal Festival Hall promotions and a total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera.

## How to Apply

Please visit the jobs page of the LPO website ([www.lpo.org.uk/jobs](http://www.lpo.org.uk/jobs)) where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online please contact Frances Slack, Finance Director, on **020 7840 4220** for further information.

The covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification

Please include somewhere in your submission the following details:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of any notice period and names of two referees, together with a brief statement of the capacity in which they have known you and an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission). If you have a previous employer, at least one of these referees should be your line manager from that role.
- Indication of your current salary (if applicable)
- Contact details including day and evening telephone/mobile numbers

## Application Process

**The closing date for applications is 10am on Friday 17 July 2020.**

The London Philharmonic Orchestra values the benefits of having a work force with a diverse range of life experiences and welcomes applications from all sections of the community.