

# HALLÉ

## FINANCE MANAGER

(FULL-TIME PERMANENT)

Recruitment information pack



# CONTACT DETAILS FOR THIS APPLICATION

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## CONTENTS

|    |  |    |
|----|--|----|
| 1. | BACKGROUND.....                                    | 3  |
|    | 1.1 The Orchestra.....                             | 5  |
|    | 1.2 Equity, Diversity Inclusion and Belonging..... | 5  |
| 2. | THE ROLE.....                                      | 6  |
|    | 2.1 Job overview .....                             | 6  |
|    | 2.2 Key Tasks .....                                | 6  |
|    | 2.3 Person specification .....                     | 8  |
| 3. | CONDITIONS AND BENEFITS OF THE POST .....          | 9  |
| 4. | THE SELECTION PROCESS.....                         | 9  |
| 5. | HOW TO APPLY .....                                 | 9  |
| 6. | ADVERTISEMENT COPY.....                            | 10 |
|    | APPENDIX A: ORGANISATIONAL CHART.....              | 11 |

## 1. BACKGROUND

*the most articulate, consistently beautiful playing of any full-time orchestra in recent years.*

THE SPECTATOR

*Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate*

THE TIMES

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-beating symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since 1858, Sir Charles Hallé's ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season is Sir Mark's final one as Music Director: he will be stepping aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark takes the role of Conductor Emeritus and passes the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leader, Roberto Ruisi. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.



Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited

a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.



## 1.1 THE ORCHESTRA

The players in the Hallé are among the finest in the world and have come from 14 countries all over the world to work in Manchester. Many teach at the Royal Northern College of Music and Chetham's School of Music and other UK wide specialist Conservatoires and schools, playing and teaching in the wider community. All are involved in the Hallé's concerts in the UK and overseas and are central to our huge community and outreach programme.

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

*Further information about the Orchestra and its performances is available at [www.halle.co.uk](http://www.halle.co.uk)*



## 1.2 EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.



## 2. THE ROLE

### 2.1 JOB OVERVIEW

*Join us as the Finance Manager for the Hallé Concerts Society, where you will lead a hard working, friendly team. Your role will be at the heart of the organisation and is essential in ensuring the smooth running of the day-to-day financial management and external reporting requirements, and for providing high quality and timely management information and analysis.*



## 2.2 KEY RESPONSIBILITIES

### **Statutory Reporting and Audit**

With the support of the Assistant Finance Manager:

Plan and produce (to draft level) the Hallé group consolidated statutory accounts to the agreed timetable and in line with Charity accounting regulations and standards.

- Liaise with the external auditors to ensure a smooth audit process, acting as first line response for audit queries.
- With the support of the Assistant Finance Manager:  
Prepare interim and statutory annual accounts for subsidiary and associated entities.

### **Financial Systems, Processes & Controls**

- Ensure that the finance systems, processes and controls operate effectively and efficiently; develop and implement new systems and improvements as appropriate.
- Maintenance of Fixed Asset Register and periodic reconciliation to ledger balance.

With the support of the Assistant Finance Manager:

- Manage the core ledger functions (Sales, Purchase and Cash Book) to ensure that transactions are recorded in an accurate and timely way.
- Manage regular ledger/trial balance and control account reconciliations to ensure that financial information is complete and accurate.
- Manage the credit control process to minimise the risk of lost income to the Society.

### **Taxation and Orchestra Tax Relief**

- Prepare the annual Orchestra Tax Relief claim, liaising with the Tax advisors as appropriate.
- Prepare periodic statutory tax returns (including VAT & Corporation Tax) and National Statistics returns as required.

### **Cash and Banking**

- Oversight and supervision of all banking processes and accounting for multiple bank accounts and entities.
- Preparation of regular cash flow forecasts to support the Finance Director in managing cash flow and treasury activities.

### **Management Reporting**

- Prepare full Management Accounts for the Hallé Concerts Society on a monthly basis, including I&E, Balance Sheet and Cash flow statements.
- Produce the draft narrative for the monthly Finance report to the Board.
- Manage and prepare the monthly balance sheet with particular emphasis on reserves.
- Work with departments to review, investigate and report on key financial variances.
- Provide the regular and ad-hoc financial data required by funding providers and other industry bodies, including Arts Council England, Manchester City Council, the Greater Manchester Combined Authority and the Association of British Orchestras.

### **Budget setting and Financial Modelling**

- Support the Finance Director with the annual budget setting process, providing first review of departmental budgets.
- To provide support to budget-holders in the effective management of their budgets and adherence to financial policies and procedures.
- Support the production of reforecasts (working with Senior Managers) and work with the Finance Director in identifying corrective actions.

### **Payroll**

- Process monthly Administration payroll.
- Production of statistics and completion of year-end procedures and reconciliation.
- Process four weekly Orchestra & Pension payrolls in the absence of the Assistant Finance Manager.

### **Defined Benefit Pension Scheme**

- Liaison with external pension administration firm.

### **Defined Contribution Pension Scheme**

- Day to day administration of scheme, including monthly uplift of contributions, and periodic re-enrolment and certification duties.
- Overall administrative responsibility for Group Personal Pension Portal.

### **Information Technology**

- Main point of contact with outsourced IT support, including quarterly business review.

### **Staff Management**

- Line management of the Assistant Finance Manager.
- Support other members of the Finance Team in their training and development.

### **Other**

- To provide ad-hoc financial reports and analysis on request.
- To undertake other tasks and duties that might reasonably be considered to form part of the role of Finance Manager.
- To keep up to date with CPD.
- To keep abreast of internal communications and attend relevant meetings, deputising for the Finance Director as appropriate.

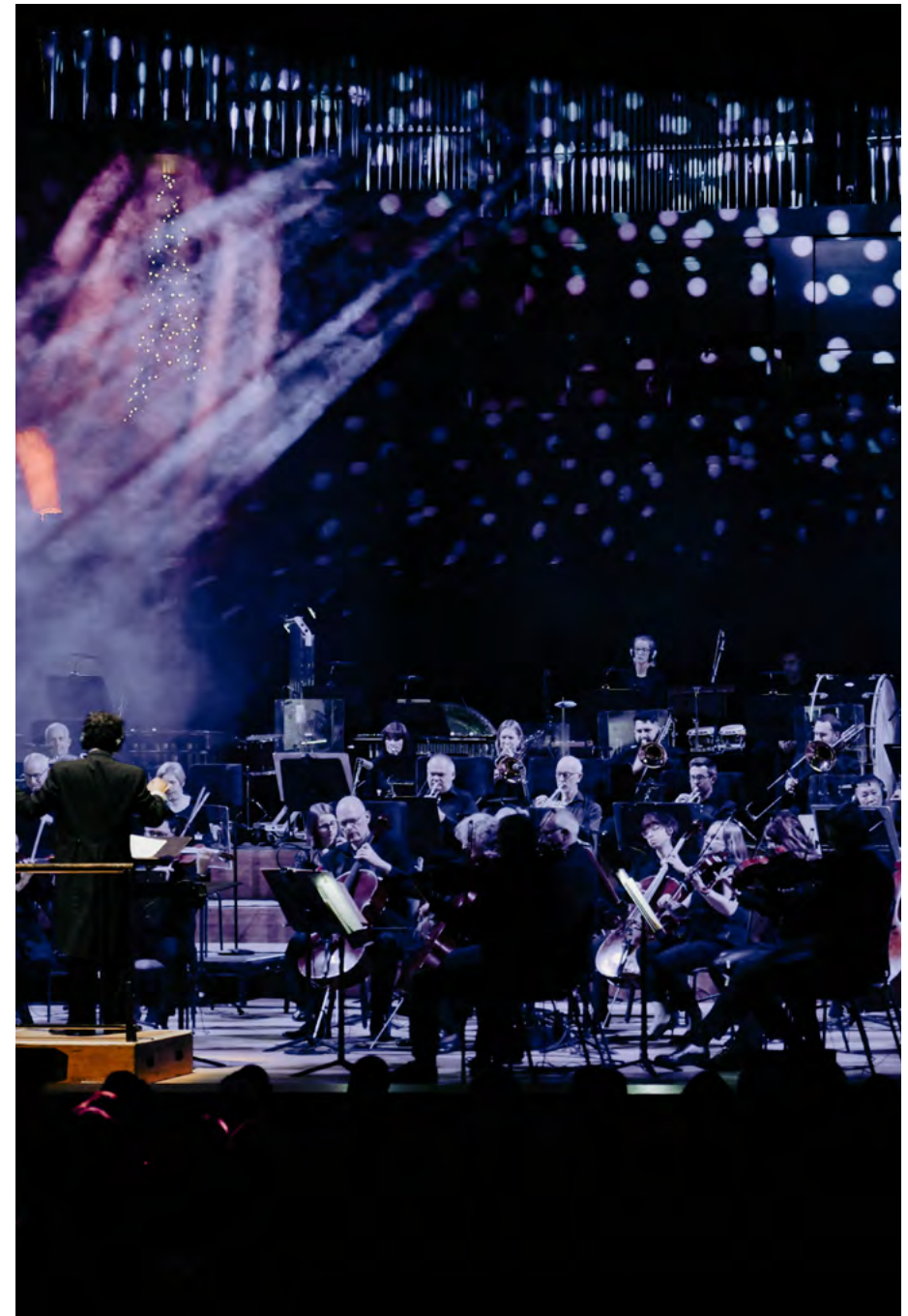
## 2.3 PERSON SPECIFICATION

### ESSENTIAL SKILLS AND ABILITIES

- CCAB Qualified Accountant.
- Well organised, and able to manage many priorities.
- Demonstrable experience of continuous improvement.
- Experience of managing and upgrading a standard accounting package.
- Proven experience in administering and managing a payroll function.
- Experience in preparation of statistical and other returns for outside agencies e.g. VAT, Tax/NI returns, etc.
- Ability to prepare periodic reconciliations, monthly reports and management accounts and statutory accounts with consolidation (up to review stage).
- Strong understanding of Pension Scheme and ability to manage financial function for scheme.
- Excellent IT knowledge and skills for Microsoft Office programmes and strong data manipulation and interrogation skills.
- Proven communication skills and the ability to foster good and effective working relationships in both leading and being part of a team.

### DESIRABLE SKILLS AND EXPERIENCE

- Experience of Charity Accounting.
- An interest in the arts, particularly classical music, is desirable but not essential.





### 3. CONDITIONS AND BENEFITS OF THE POST

#### SALARY

The salary for this post will be £45,000 per annum dependent on experience.

#### HOLIDAYS

25 annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

#### PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

#### OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

#### HOURS

The post is full-time permanent based on a 36.25-hour full-time week. Our core office hours are 09.00-17:15, from Monday to Friday.

#### PROBATIONAL PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is three months on either side.

### REFERENCES

The appointment is subject to the receipt of satisfactory references.

### RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

### 4. THE SELECTION PROCESS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by 12 noon on **Monday 9 September 2024**.

First interviews will be held on **Monday 16 and Tuesday 17 September 2024**.

### FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

### 5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, [www.halle.co.uk](http://www.halle.co.uk)  
Complete and submit them via email: [linzi.watts@halle.co.uk](mailto:linzi.watts@halle.co.uk)

## 6. ADVERTISEMENT COPY

### HALLÉ CONCERTS SOCIETY

#### Finance Manager (full-time permanent)

£45,000 per annum

We are seeking to appoint a CCAB qualified Finance Manager to join our Hallé Finance Team.

The Finance Manager reports to the Finance Director of the Hallé Concerts Society and is responsible for the day-to-day financial management and external reporting requirements for the organisation and for providing high quality and timely management information and analysis.

The post is full-time and permanent and is based on a 36.25-hour full-time week. Our core office hours are 09.00-17:15, from Monday to Friday and following a satisfactory probationary period, there is an option to work up to 2 days per week from home.

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

The closing date for applications is 12 noon on **Monday 9 September 2024**

Interviews will be held on **Monday 16 and Tuesday 17 September 2024.**

# APPENDIX A

## HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

### CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

#### **HEAD OF ARTISTIC PLANNING** <sup>(P/T)</sup>

- Senior Artistic Planning Manager [Deputy]
- Artistic Planning Manager (Residencies) <sup>(P/T)</sup>
- Artistic Planning Manager (Pops) <sup>(P/T)</sup>

#### **FINANCE DIRECTOR**

- Finance Manager
  - Assistant Finance Manager
  - Finance Assistant

#### **HEAD OF HALLÉ CONNECT**

- Education and Outreach Manager
  - Community Outreach Administrator
  - Children's Choir and Education Administrator
  - Connect Administrator
- Ensembles Manager
  - Youth Ensembles Administrator
  - Choral Administrator <sup>(P/T)</sup>

#### **COMMUNICATIONS AND DIGITAL DIRECTOR**

- Head of Brand & Design [Deputy] <sup>(P/T)</sup>
- Digital Manager
  - Digital Content Producer
- Marketing & PR Manager <sup>(P/T)</sup>
  - Communications and Digital Assistant
- Publications Manager <sup>(P/T)</sup>
- Marketing Officer

#### **HEAD OF CONCERTS**

- Concerts Manager
  - Concerts Administrator/PA to Music Director
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
  - Assistant Orchestra Manager
  - Transport and Stage Manager
  - Assistant Stage Manager

#### **VENUES DIRECTOR**

- Venues Operations Manager
  - Venues Operations Officer
  - Venues Operations Officer
  - Venues Housekeeper <sup>(P/T)</sup>
- Venues Sales and Events Manager

#### **DEVELOPMENT DIRECTOR**

- Individual Giving & Legacy Manager, Archivist [Deputy]
  - HLF Archivist <sup>(P/T) (F/T)</sup>
  - Halle St Peter's Community Producer <sup>(P/T) (F/T)</sup>
  - HLF Project Manager <sup>(P/T) (F/T)</sup>
- Corporate Partnerships and Major Trusts Manager <sup>(P/T)</sup>
  - Development Officer
  - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term