



Bringing music into people's lives and striving for a healthier, happier and fairer society

## Head of Finance & Operations

Job Application Pack

April 2026

Bournemouth Symphony Orchestra is a registered charity (no. 208520).

### About Bournemouth Symphony Orchestra

#### BSO Values

Welcoming

Brilliant

Brave

We are the orchestra for the South and South West, bringing music into people's lives across the whole region. With classical and 'BSO Pops' concert series in Poole, Portsmouth, Exeter and Bristol, and a vibrant programme of chamber music, we perform in venues of all shapes and sizes - from the grandest concert halls to remote village churches. We also provide the UK's only major digital concert season, streaming 80% of our symphonic concerts from our home base in Poole.

We passionately believe that everyone should be able to experience the joy and transformational power of music. BSO Participate is our team of outreach specialists, dedicated to working in communities across the South West and giving people of all ages and backgrounds the chance to take part in inspirational music-making. Our goal is simple: to improve and enrich lives through the gift of music.

The BSO is committed to fostering an inclusive, supportive workplace where every member of the team feels valued and empowered. We are committed to being an equal opportunities employer and welcome applications from all backgrounds, particularly from those underrepresented in the arts sector. Please note, you must have the legal right to work in the UK at the time of application.

As the Senior Manager of the Finance team, you would shape the future of one of this country's most remarkable organisations.

For further information about the BSO please visit [bsolive.com](https://www.bsolive.com)



### Living in the South West

Voted the best place to live in the UK in 2014 with miles and miles of sandy beaches, some of the best weather in the UK and the longest life expectancy in Britain, Dorset makes for a happy home. With over half the county designated as an Area of Outstanding Natural Beauty, no one can deny that Dorset is truly something special. The county also boasts 5 country parks too. Brownsea Island in Poole Harbour was voted Britain's favourite nature reserve in 2013 and the area around Wareham is recognised as the most botanically rich in the UK.

Dorset has nearly 100 miles of coastline with award winning, golden sandy beaches and Dorset's great outdoors provides a green gym, which is simply unrivalled in the UK.



Dorset has 364 more hours of sunshine throughout the year in comparison to the UK average.

With two Oscar winning Universities, Bournemouth has one of the fastest growing tech sectors in the UK.

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### Role Profile    Head of Finance & Operations

**Reporting to:** Chief Executive

**Responsible for:** Financial Management Accountant, Finance & Ops Officer, Accounting Technician

The post-holder will be a member of the Senior Management Team, which consists of the Chief Executive, Head of Concerts and Programming, Head of Development, Head of Human Resources, Head of Marketing and Head of Participate.

#### **Main Function:**

To be responsible for the analysis, development, management and review of all financial strategies, systems and reporting, and for other matters of resource and business management as agreed with the Chief Executive.

To ensure the development and timely presentation of accurate, detailed management information and to ensure the successful delivery of the Company's financial strategy.

To oversee and co-ordinate a range of operational areas as agreed with the Chief Executive including the development and implementation of an information technology strategy, supplier and other contracts management, purchasing and depreciation policies, and cost and risk management.

To ensure charitable, company and statutory compliance, and as Company Secretary for ensuring the Company fulfil all legal obligations.

To assist the Chief Executive in negotiations with the Company's public funders and other strategic partners.

To act as financial adviser to the Chief Executive and Board of Bournemouth Symphony Orchestra.

#### **Challenges and opportunities:**

Alongside developing their knowledge of one of the UK's leading Arts businesses and charities, in the initial few months the new post-holder will play a key role in fully embedding BSO's new finance system (Iplicit) and contribute to the Company's forthcoming Arts Council England (ACE) multi-year funding application.

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## Key Responsibilities

### Leadership

- Develop an effective working relationship with the Chief Executive, the Senior Management Team and the Board to ensure that the Company's finances and operations are managed efficiently and effectively
- Lead and develop a robust, organised, motivated and successful Finance and Operations function whilst enabling a culture that supports internal and external client groups
- Support the Company's ethos towards the development of staff
- Assist the Chief Executive in the development and management of new projects and company structures to ensure continuous improvement in the quality of services and outcomes
- Assist the Chief Executive in maintaining the highest standards of good governance.

### Company Performance

- In association with the Chief Executive and Senior Management Team, manage the preparation of the Company's Strategic Business Plan, departmental budgets and other financial plans
- Monitor the financial performance of the Company, and its staff and to benchmark performance with comparable sectors
- Review the financial performance of all departments and subsidiary trusts

### Finance

- Help develop, manage, control, monitor and review income and expenditure targets
- Identify and implement relevant strategies to achieve agreed financial and performance objectives
- Ensure strong financial controls, systems and best practice in all areas
- Ensure effective cash and balance sheet management
- Manage all monthly and year-end accounts preparation, and financial reporting to the Board, and the Management Team

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- Provide authoritative advice to the Chief Executive, Board and Senior Management Team on all aspects of the Company's financial, tax and asset management
- Oversee payroll
- Supervise the preparation of all PAYE, VAT, audit, Gift Aid, charitable and other returns
- Provide necessary information as required by Arts Council England, other statutory funding bodies, charitable trusts and foundations and individual funders
- Manage the relationship with the Company's bank, investment managers and auditors including tendering processes
- Advise on organisational efficiency and manage the implementation of controls, contracts and services
- Ensure compliance with Charitable Law, Data Protection, Copyright Licensing and Performing Rights Society requirements

### Operations

- Manage the development and implementation of an information technology strategy
- Oversee the tendering and management of contracts with key operational suppliers
- Manage key operational areas including aspects of building management, the carpool and instrument truck.

### Communications

- Ensure effective and constructive communications between the Finance function and other staff of the Company internally, plus externally between the Finance function and all stakeholders, venues, suppliers and contractors
- Act as an adviser to the Board of the Company and the Trustees of any associated trusts.

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## Person Specification

### Experience

- Significant experience in the management of finance in a commercial environment
- Excellent team skills, working as part of a Senior Management Team to develop effective strategic and operational decision making
- Budget preparation, setting and monitoring and financial forecasting
- Preparing and presenting financial and management accounts, reports and data
- Managing the relationship with auditors and other business advisers
- Successful record of working in partnership with external bodies and other stakeholders
- Management, development and motivation of people
- Management of change including the development and implementation of new strategies for the management of finance
- Management of tendering and contracts with preferred suppliers
- Working with non-executive board members.

### Knowledge/Qualifications

- Qualified accountant
- Good working knowledge of current accounting software systems
- Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.

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### Skills/Abilities

- Excellent communication; both oral and written and excellent interpersonal skills
- Proven report writing skills
- Excellent IT skills
- Proven ability to liaise with statutory agencies e.g. Charity Commission, HM Revenue & Customs
- Team Leader/Player
- Ability to set targets, motivate and inspire staff to achieve targets
- Ability to prioritise responsibilities under pressure and be self-motivating
- Excellent time management skills
- Ability to adapt to change.

### Personal Qualities

- Understanding and appreciation of the value of the Company's artistic and charitable remit
- Enthusiastic, energetic, with drive and self-motivation
- Well organised, an efficient and effective leader
- Tactful and diplomatic
- Persuasive - a good negotiator
- Personal Integrity
- Committed to excellence
- Excellent communicator
- Has good judgment – able to make sound decisions on aspects of quality.

### Summary of Terms

Contract	Full-time employment
Salary	£65,000 - £75,000 depending on experience (a relocation fee will also be considered).
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	30 days annual leave including Bank Holidays, plus one extra day per year up to 33 days, and additional discretionary Christmas leave.
Location	BSO Head Office – Lighthouse, Poole's Centre for the Arts

### Benefits of Working for the BSO

#### Join a team that's passionate about music and people

The BSO isn't just a workplace – it's a community. We're one of the friendliest and most dedicated teams you'll find in the arts, united by our belief in the power of music to enrich lives.

We work hard to create a culture where everyone feels valued and has the opportunity to contribute.

#### Employee benefits include:

- Free eye test and contribution to glasses if required.
- BUPA cash-back scheme, which covers a range of health and wellbeing treatments e.g. dental bills, physiotherapy, chiropractic treatment.
- The BUPA Plan also includes the BUPA Anytime HealthLine providing financial and legal advice, online CBT and face-to face counselling.
- Support in maintaining positive mental health with access to dedicated mental health first aiders.
- Generous life insurance, providing life cover of three times annual salary.
- Free parking permit.
- Discounted legal advice: 1 hour of free legal advice, 50% staff discount on Will-writing services and other discounted legal services.
- Complimentary BSO concert tickets when available and 10% discount at the Lighthouse Café.

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### **BSO Elevate: Talent and Career Development**

We invest in our people just as we invest in our musicians and communities.

Our BSO Elevate programme provides training and career development at every level – from essential skills for all staff, to advanced leadership pathways for future leaders.

### **Why it Matters**

Perhaps the greatest benefit of all is knowing that your work makes a direct difference: helping us bring world-class music to the stage and life-changing projects into hospitals, schools, care homes, and communities across our region.

### **How to Apply**

If you would like to apply for the role of Finance & Operations Officer, please contact Thomas Tully at Michael Page Recruitment.

[thomastully@michaelpage.co.uk](mailto:thomastully@michaelpage.co.uk)

### **Accessibility and Special Requirements**

We are committed to ensuring a fair and inclusive recruitment process. If you have any accessibility requirements, including adjustments for interviews or tasks, please let us know when you apply so that we can make appropriate arrangements.