

FINANCE MANAGER RECRUITMENT PACK

Reports to	Head of Finance, with day-to-day working and prioritisation agreed with the Executive Director
Line management	None
Hours	14–21 hours per week (0.4–0.6 FTE), normally worked across two/three days, including regular overlap with the Head of Finance
Salary	£27,800–£32,000 FTE, depending on experience (£11,120–£12,800 pro rata for 14 hours per week; £16,680–£19,200 pro rata for 21 hours per week)
Contract	Permanent, subject to a six-month probationary period
Location	Birmingham/hybrid working, with regular attendance at CBSO Centre
Benefits	28 days' annual leave plus bank holidays pro rata; flexible working; 3% employer pension contribution; complimentary tickets to BCMG performances

About BCMG

Birmingham Contemporary Music Group (BCMG) is a leading contemporary music ensemble and registered charity. We commission and perform new music, deliver learning and community programmes, and tour nationally and internationally. BCMG is an Arts Council England National Portfolio Organisation and operates from the CBSO Centre in central Birmingham.

Role purpose

The Finance Manager is responsible for the reliable day-to-day operation of BCMG's finance function. The postholder will own bookkeeping, payroll, month-end processes, reconciliations, budget monitoring and the preparation of draft management information, working with the Head of Finance who provides strategic oversight, final review of quarterly Board reporting and leadership of the statutory accounts and audit.

This is a hands-on role requiring an experienced finance professional who can work independently, maintain strong controls and provide useful support to colleagues and budget holders within a small arts charity.

Key responsibilities

The precise allocation and prioritisation of responsibilities will reflect the contracted hours of the successful candidate and will be agreed with the Head of Finance.

Bookkeeping and transaction processing

- Maintain accurate accounting records in Xero, ensuring transactions are correctly coded.
- Process purchase invoices, expenses, credit card transactions, income and receipts.
- Prepare authorised payment runs for musicians, freelancers, suppliers and staff.
- Raise sales invoices, monitor outstanding debts and manage routine direct debit, payment platform, supplier and customer queries.

Reconciliations and month-end

- Reconcile bank accounts, credit cards, payment platforms and control accounts.
- Prepare balance sheet reconciliations and investigate and resolve discrepancies.
- Post routine month-end journals, including accruals, prepayments, deferred income and payroll.
- Complete and document the month-end close, maintaining accurate records of restricted funds, designated funds, project balances and commitments.

Payroll, pensions and routine compliance

- Process monthly payroll and pensions accurately and on time.
- Maintain payroll and pension records and complete routine monthly and year-end processes.
- Prepare VAT returns and reconciliations for review and submission by the Head of Finance.
- Prepare supporting schedules for Orchestra Tax Relief and other claims, monitoring deadlines and escalating technical issues when necessary.

Management information, budgets and cashflow

- Prepare draft management accounts, variance reports, cashflow updates and financial commentary for review by the Head of Finance.
- Maintain forecasts and support the preparation of organisational and project budgets.
- Provide clear financial reports and guidance to budget holders.
- Prepare financial information and reconciled reports for funders and project planning.

Year-end, independent examination and Board reporting support

- Prepare reconciliations and evidence for the annual accounts and independent examination.
- Maintain an organised records and respond promptly to independent examiner queries under the direction of the Head of Finance.
- Provide accurate and timely information for quarterly accounts and Board finance papers.
- Support the implementation of recommendations and agreed improvements to financial controls.

Systems, controls and service to colleagues

- Apply and help improve BCMG's financial procedures, internal controls and digital systems.
- Act as the first point of contact for routine finance queries from colleagues and suppliers.
- Help colleagues follow purchasing, invoicing, expenses and budget-management procedures.
- Identify practical improvements to systems and processes and undertake other appropriate duties consistent with the role.

Person specifications

Essential experience and knowledge

- At least three years' relevant finance experience, with strong practical knowledge of double-entry bookkeeping, ledgers, payment runs, reconciliations, journals and month-end processes.
- Experience of preparing management information, including balance sheet reconciliations, variance analysis, budgets or forecasts.
- Experience of payroll and pensions, VAT preparation and routine financial compliance.
- Knowledge of charity accounting, including restricted and unrestricted funds.

- An AAT qualification, part-qualification with a professional accountancy body, or equivalent expertise gained through relevant experience.
- Strong proficiency in Xero or comparable cloud accounting software, together with good spreadsheet skills.

Desirable experience and knowledge

- Experience in an arts, cultural, charitable or Arts Council England-funded organisation.
- Experience of grant reporting, restricted-fund reconciliation, project accounting and supporting an external audit.
- Knowledge of Orchestra Tax Relief, international transactions or other creative-sector tax and VAT matters.

Skills and personal qualities

- Accurate, methodical and well organised, with the ability to manage recurring deadlines and produce reliable, review-ready work.
- Able to work independently, use judgement appropriately and escalate emerging issues promptly.
- Able to explain financial information clearly and provide a responsive service to non-finance colleagues.
- Professional, collaborative and discreet, with a strong commitment to confidentiality, equality, diversity and inclusion.

How to apply

We are happy to arrange an informal, confidential conversation before applying. Please contact the Executive Director, Hedd Thomas, at hedd@bcmg.co.uk.

To apply for this role, please send the following documents by email to application@bcmg.org.uk:

1. An up-to-date CV (including contact details for references) – Word document
2. A covering letter (maximum two pages) outlining your interest in the role and why you think you are a suitable candidate – Word document

Deadline	Monday 24 August 2026 at 10am. Late applications will not be considered.
Interviews	Thursday 27 and Friday 28 August 2026 at CBSO Centre, Birmingham. Please indicate in your email should you be unable to attend an interview on either of these dates.

Please also complete our Diversity Monitoring Form – <https://forms.office.com/e/YNKsqLH0fe>. This is optional and does not form part of the selection process. BCMG welcomes applications from people of all backgrounds. We particularly encourage applications from those currently under-represented in the arts and cultural sector.

Thank you for your interest in joining BCMG. We look forward to hearing from you.