



Job Description and Candidate Information

Finance Manager (part-time) Music Network

Overview

Music Network is a national music touring and development organisation, and was founded in 1986 by the Arts Council/An Chomhairle Ealaíon. The organisation holds a unique position in the Irish music sector and has been a highly valuable resource for the development and presentation of quality live music in Ireland.

Our integrated programmes, from our work in music education to supporting musicians at varying stages of their development, to providing concerts and learning and participation activities through our valued network of partners, supports our mission of providing access to exceptional live music for people across Ireland, and of supporting the professional development of musicians. Our key priorities are outlined in detail in Music Network's current Strategic Policy.

We are seeking to appoint an experienced Finance Manager to assist the organisation in achieving its strategic objectives. Details of all aspects of our work can be found on our website www.musicnetwork.ie.

Job description

This job description provides an outline of the key responsibilities of the role.

Title:	Finance Manager (part-time, 15 hours per week)
Reporting to:	Chief Executive
Supported by:	Operations Administrator
Purpose of Job:	To ensure the effective management of all financial aspects of the organisation and other associated functions.

Main Responsibilities:

- developing and maintaining effective budgeting and forecasting procedures
- developing and maintaining effective accounting procedures, including preparation of bi-monthly, half-year and annual management accounts
- managing the audit process, including preparation of the financial statements
- liaison with the finance function of our subsidiary company Music Generation on preparation of group accounts for annual audit, and preparing consolidated financial statements for audit
- cash-flow management, including debtors and creditors
- administering company payroll and pension, PHI, death-in-service and insurance schemes
- managing statistical reporting requirements of funders
- supporting an income diversification plan for the organisation

- ensuring statutory requirements are met including taxation, charitable (Revenue and CRA) and other legal requirements
- responsibility for oversight of the organisation's Risk Register, GDPR Policy, Health & Safety Policy and Staff Handbook
- ensuring a professional standard of office management to support the administration needs of the organisation
- pro-actively supporting implementation of organisational strategy and the work of the CEO
- any other duties as may reasonably be assigned by the CEO/board of Directors from time to time.

Additional Responsibilities:

- duties relating to the Company Secretary function
- liaison with the organisation's I.T. support function.

General Requirements

The ideal candidate is likely to be a qualified accountant who will bring the following to the role:

- membership of a recognised accountancy body
- at least five years' post-qualification experience
- proven track record in financial management in a small/medium sized organisation
- thorough knowledge of Microsoft Excel
- experience of using SAGE
- effective written & verbal communication skills
- strong organisational & administrative skills
- attention to detail and ability to work to tight deadlines
- ability to contribute in a flexible way as part of a small, close-knit team
- ability to prioritise/manage the demands of a multi-faceted organisation
- a high level of motivation, a positive disposition and sound judgement
- management experience within a not-for-profit environment
- awareness of financial issues facing arts/charitable organisations
- experience in/knowledge of the role of a Company Secretary
- an appreciation of the importance of Music Network's role nationally.

Terms and conditions

Music Network operates as a not-for-profit organisation and is a registered charity. The role is based in its offices on Earlsfort Terrace, Dublin 2. This position is a permanent contract of employment (following successful completion of initial probationary period) that is, as are all positions within Music Network, dependant on the organisation maintaining its track record in securing funds. The salary offered is commensurate with experience. The role involves occasional attendance at performances and events and therefore requires a full driving licence and access to a car. As the organisation evolves, the nature and duties of the role may also evolve.

Other benefits include:

- flexibility regarding working hours/days
- a portable company pension scheme with employer contribution
- 8 days annual leave in addition to company days at Easter & Christmas
- death-in-service benefit of 2 times salary
- further education/training opportunities
- travel (bike-to-work scheme/tax saver commuter tickets)

A complete list of benefits, terms and conditions will be made available to the candidate offered the role through Music Network's Staff Handbook.

A significant part of Music Network's funding is provided by the Arts Council.



How to Apply

Interested candidates are invited to apply by providing the following 2 items: -

A 2-page CV highlighting your *relevant* experience for this role

This should:-

1. Present your experience in *reverse* chronological order
2. Indicate whether you have a full driver's licence & access to own transport
3. Indicate 3 referees we may contact in due course, contact details not necessary at this point.

A 1-page cover letter that engages with the opportunity presented by the role

It is essential that this addresses: -

- the key elements of your experience that you feel have prepared you for this role
- what attracts you to the role/organisation.

Apply by email to Andreas Ziemons at: operations@musicnetwork.ie or Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin2.

Closing date for applications: **Friday 21st June 2019 at 12 noon.**

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their application
- Further short-listing *may* be conducted on the basis of a brief phone interview
- Candidates who are short-listed will be invited to attend an initial interview on **Friday 28th June 2019** in the offices of Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin 2
- Dependent on the outcome of these interviews, candidates *may* be invited for a second interview.

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job, but is not intended as a wholly comprehensive or permanent description.
 - Applications can be made by post or email, with email being preferable. An application form sent by post should be posted in sufficient time to ensure delivery by the stated deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting.
 - In the event that a large number of candidates meet minimum eligibility requirements for the role, Music Network may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience.
 - The onus is on shortlisted applicants to make themselves available on the date(s) specified by Music Network and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their application.
 - Music Network is an Equal Opportunities Employer and is committed to the legislation governing the equality of opportunity.
 - To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. Music Network is not responsible for any fees related to unsolicited applications.
 - For the purposes of administering the recruitment process for this role, Music Network will require your personal information such as name, address, phone number etc. All personal data will be processed in line with Data Protection Regulations and Legislation and only be used as outlined above, to meet legal and regulatory obligations.