



## **ENGLISH FOLK DANCE AND SONG SOCIETY RECRUITMENT OF FINANCE DIRECTOR (part-time)**

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### **Background Information**

EFDSS is the national development organisation for the English folk arts. It is multi-faceted being a membership society (3,400 members); England's folk arts centre (Cecil Sharp House); an education, training and creative development agency; an advocate and lobbyist on behalf of the folk arts; and custodian of the Vaughan Williams Memorial Library (VWML), England's folk music and dance archive, which was awarded designated status by the Museums, Libraries and Archives Council (MLA) in 2011.

Over the past 12 years EFDSS has expanded its operation and reach several-fold. It now has a thriving programme of professional performance and educational activities at Cecil Sharp House and increasingly across England. It has won and been nominated for awards for its music programme, education projects (*The Full English*) and its library, together with awards to artists for projects which EFDSS has supported. The organisation is led by a Chief Executive and five Heads of Departments – Library, Education, Marketing and Communications, Operations and Finance.

### **Financial information**

EFDSS' income comprises earned income (ticket sales, education fees, venue hire, merchandise and membership subscriptions), grants (core and project), individual/group donations and legacies. Its turnover in 2018/19 £1.68m and in £1.55m 2019/20 (subject to final audit).

EFDSS has been regularly funded by Arts Council England since 2009 and is now a National Portfolio Organisation with funding secured until March 2023. It is one of the few organisations which has seen its grant rise from £200k pa in 2009 to the current level of £432k pa. A level of this increase is due to the successful bid in 2014 to develop and run a National Youth Folk Ensemble which is now about to enter its 5<sup>th</sup> year of activity. On average EFDSS earns c47% of income from venue hire and ticket sales, c27% from Arts Council England regular funding, and 25% from membership subscriptions, donations, legacies, and project grants.

EFDSS is a registered charity and company limited guarantee with a non-executive Board of Directors/Trustees who delegate the management and development of the organisation to its staff of 20 full-time equivalents led by the Chief Executive. It has a General Purposes Committee (GPC), chaired by a non-executive Treasurer, which is a sub-committee of the Board. The GPC are responsible for scrutinising day to day and long term financial management and projections, together with overall operational matters, and reports to the Board in association with the Chief Executive.

### **COVID-19**

Since mid-March EFDSS' earned income from hires and ticketed events has ceased as the result of having to close Cecil Sharp House (CSH); some education activities have been able to continue online (adult music courses and youth ensembles). From October the building will be re-opening (Monday-Friday) primarily for our tenants (three office spaces are rented to two arts organisations and one artist) who have not been charged for rent since mid-March. This will provide sufficient financial income to cover basic overheads and make it financially viable to take bookings for hires. We do not envisage a full re-opening of CSH until the New Year.

Fortunately, we started 2020/21 with healthy free reserves and so with the use of Government schemes including Job Retention, we will still have a workable level of reserves by the end of the year. We are undertaking financial scenarios for 2021/22 working on the assumption that earned income will not return to pre-Covid levels until the latter half of the year at the earliest.

## **JOB DESCRIPTION – FINANCE DIRECTOR**

<b>Job Title:</b>	Finance Director
<b>Hours:</b>	1 day per week average with 6 additional days to work as required
<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	Finance Officer (full-time)
<b>Based at:</b>	Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY

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### **Summary Job Purpose**

To manage all aspects of EFDSS' finances, to ensure financial records and reporting are up to-date and accurate, providing the General Purposes Committee (GPC), Chief Executive, Heads of Department and other budget holders with relevant and timely information to help to guarantee this. The Finance Director will work closely with the Chief Executive (CE).

The Finance Director will ensure all recognised accounting practices are complied with, and provide regular financial reports including quarterly management accounts to the Chief Executive and GPC.

### **Key Responsibilities**

1. Overseeing the financial operation of EFDSS and the work of the Finance Officer to ensure financial records are accurate and up-to-date; to include regular reviews of financial systems and up-dating as required; correct maintenance and use of the Nominal Code structure and VAT coding; integration with other internal IT systems including the box office.
2. Ensure the Chart of Account structure is adequate to meet financial reporting, requirements of SORP and the programme structure of EFDSS.
3. Financial reporting and cash flow forecasting including quarterly management accounts and other reports as required.
4. Providing relevant information to the CE and HODs/budget holders to assist them with the preparation annual and three yearly budgets.
5. Oversee the management of debtors and creditors and recommending and taking action on aged debtors.
6. Ensure the asset register is correctly maintained and the depreciation schedules are calculated and applied quarterly.
7. Attending General Purposes Committee meetings, usually 4-5 times a year, week days from 5-7pm.
8. Preparation and submission of VAT returns; regular reviewing of, and reporting on VAT liability.
9. Preparation of draft statutory accounts and liaison with EFDSS' Auditors.
10. Ensuring all staffs' understanding of financial practices and procedures.
11. To be an ambassador for EFDSS
12. Any other relevant duties deemed appropriate by the Chief Executive.

## Person Specification

### Essential

1. Recognised financial qualifications (eg ACCA, CIMA, AAT) with experience in a senior financial management role, managing a finance operation and finance staff
2. Significant experience of managing charitable and earned income sources
3. Significant experience of managing complex budgets ie those with high levels of input and outputs from a range of sources
4. Excellent experience of using SAGE Line 50, SAGE payroll and Excel
5. Highly experienced in preparing accounts in accordance with SORP guidelines

### Desirable

1. Experience of working in the arts sector
2. Experience of working in the charitable sector

### Qualities

1. Meticulous attention to detail
2. Ability to manage time and priorities effectively
3. Ability to manage and develop staff
4. Self-motivating
5. Ability to juggle multi-priorities
6. Ability to work under pressure
7. Team worker

## Conditions of Employment

Salary: £8,000 pa for a 1 day week (pro rata £40,000 pa)

Hours: A working day is 7 hours excluding lunch breaks

Flexibility required to meet busy times eg end of quarters and end of year

Over-time is not paid, but time-off-lieu (TOIL) is given by prior arrangement with line manager

Holidays: 5 days per annum for 1 day per week (pro rata 25 days)  
plus statutory public and bank holidays.

Pension: Employee/employer contributory pension scheme

Probation: The post carries a 6 month probationary period.

This job description is a guide to the nature of the work required of the Finance Director. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

\*Applicants who wish to work primarily from home and/or in a freelance capacity will be considered. A minimum of 1 day per month at Cecil Sharp House (subject to C-19 restrictions) will be expected.

## To Apply

Applicants should complete the EFDSS Application Form and Equal Opportunities Monitoring Form which can be downloaded from <https://www.efdss.org/about-us/work-for-us> (CVs will not be accepted).

Completed applications should be submitted by Monday 12 October via email to Glenn Cottenden, Operations Director at [recruitment@efdss.org](mailto:recruitment@efdss.org)

Interviews will be conducted via Zoom in the week commencing 19 October 2020.