

WORK WITH THE CBSO

# FINANCE MANAGER



WORK WITH THE CBSO

# FINANCE MANAGER

The CBSO is seeking a Finance Manager to work as part of our Finance Team. The Finance Manager will oversee the day-to-day operations of the finance department and support the Director of Finance & Resources.

HOURS: 35 hours per week

HOLIDAYS: 25 Days pro rata plus bank holidays

LOCATION: Birmingham based with some hybrid working

REPORTING TO: Director of Finance & Resources

SALARY: £40,000-£45,000 per annum

RESPONSIBLE FOR: Assistant Accountant, Senior Finance Officer, Assistant Payroll Manager

# ABOUT THE CBSO

[The City of Birmingham Symphony Orchestra](#) (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of 90 incredible musicians, led by Chief Conductor and Artistic Advisor Kazuki Yamada, proud to make exciting musical experiences that matter.

Resident at Symphony Hall, the orchestra performs over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges classics to contemporary, soundtracks to symphonies, and everything in between. For more than 100 years, it has been involved in every aspect of music-making in the Midlands, and through its wide-reaching community and education projects, and family of choruses and youth ensembles, this continues to grow. Helping to build a life-long love of music for audiences, communities and musicians across Birmingham, the West Midlands and beyond.

## OUR COMMITMENT TO EQUALITY AND DIVERSITY:

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people, and communities we serve.

# KEY RESPONSIBILITIES

## FINANCIAL REPORTING:

- Manage and oversee month-end processes, including P&L review, balance sheet reconciliations, journals and ensuring the timely production of management accounts, with commentary.
- Produce regular Board Packs including collation of KPI's, variance reports of actuals against budgets and other ad hoc reports, rolling cash-flows and reserves forecasts.
- Supervise and oversee the payroll and ensure HMRC compliance.
- Create Budget files and work collaboratively across business areas to collate data for annual budgets and reforecasts. Prepare Cashflow budgets and re-forecasts.

## TAX:

- Prepare and submit quarterly VAT returns.
- Collate information for Orchestra Tax Relief and assist in OTR return. Oversee FET and other tax related matters.
- Ensure suitable training is in place for team.

#### STATUTORY ACCOUNTING:

- Assist in the preparation of the annual financial statements for the CBSO and related entities.
- Prepare for the annual audit, including liaising with auditors, coordination and submission of information, and overseeing the implementation of audit recommendations.

#### CASH & RESERVES MANAGEMENT:

- Manage cash flow forecasting to ensure adequate cash levels are maintained throughout the year.
- Actively manage Per Diems, cash floats and other financing requirements.
- Quarterly investment & cashflow reporting for Pension scheme.

#### TEAM LEADERSHIP:

- Actively lead the finance team and assist in all areas as required.
- Manage and develop team members through regular 1 to 1s, identifying development opportunities, and conduct annual appraisals.
- Management of finance accounting systems and training.

#### GENERAL:

- Work closely with the Director of Finance & Resources to support the organisation's objectives and strategic plans.
- Prepare and collate Arts Council England annual return data. Assist with any other funding reporting requirements.
- Attend Audit and Risk committee meetings.
- Assist in review and strengthening of the controls, ensuring that all relevant policies and procedures are robust and that the organisation is meeting its regulatory compliance and reporting requirements in relation to the day to day finance operations.
- Assist in the renewal of annual insurance and insurance claims.
- To undertake additional duties as and when the needs of the business requires it, at the direction of the Director of Finance and Resources.

## **PERSON SPECIFICATION**

- Qualified finance professional (ACA, ACCA, CIMA). Part-qualified may also be considered.
- Experience of managing a finance team.
- Knowledge and experience of using Ipicit or similar accounting system. Excellent Excel skills.

- Some experience in grant management and reporting.
- Experience of working with Restricted & Unrestricted funds and a good understanding of the challenges this can pose.
- UK charity experience, including understanding and application of the charity SORP.
- Some experience of developing and strengthening accounting and financial management systems, policies and processes.
- Ability to present complex financial information to non-finance stakeholders in a clear and concise manner.
- Ability to build rapport with others.
- Excellent written and spoken English, and ability to write concise reports for a variety of stakeholders and audiences.
- Resilience, flexibility and ability to thrive in a fast-paced environment.
- Ability to work in a standalone capacity with regard to managing the finance function.

## HOW TO APPLY

To apply for the Finance Manager Role please send a CV and a supporting statement of no more than two pages of A4 to Hollie Dunster, HR Manager at [hdunster@cbsocso.co.uk](mailto:hdunster@cbsocso.co.uk)

We ask that you complete the equal opportunities information online when you submit your application. The information collected will be treated as confidential and used for to help the CBSO improve its approach to becoming a more diverse and inclusive organisation. It will not be treated as part of your application.

Finally, please ensure that you have included your contact number and email address, as well as any dates when you will not be available or might have difficulty with the indicative interview timetable.

### RECRUITMENT TIMETABLE:

Application deadline: **9am, 19<sup>th</sup> June 2026**

Interviews: **Late June 2026**

If you wish to have an informal discussion about this role, please contact Mark Pallett, Director of Finance and Resources on [mpallett@cbsocso.co.uk](mailto:mpallett@cbsocso.co.uk).