



**Job Description**

# **Chief Financial Officer**

## **Background Information**

Britten Pears Arts is a pioneering music, arts and heritage charity based on the Suffolk coast at two popular, historic visitor destinations: Snape Maltings and The Red House. It emerged from the creative partnership between the composer Benjamin Britten and his professional and personal partner, singer Peter Pears.

In 2020, the two charities which formed the legacy of Britten and Pears' life and work, Snape Maltings (formerly Aldeburgh Music) and Britten-Pears Foundation, merged to become Britten Pears Arts.

Britten and Pears shared a progressive vision for music and the arts to be useful, transforming lives, and bringing people and communities together. Our founders' vision inspires all our activities: from work with our local communities to our national leadership roles in the fields of programming, talent development and music for health & wellbeing.

## **About Britten Pears Arts**

Britten Pears Arts is an international performance centre with artist development, creative health, community, learning and inclusion at its heart. The increasingly diverse year-round programme of events reaches out to an ever wider public. Our sites hosts hundreds of events year-round, including the world-renowned Aldeburgh Festival, while its artist development work (Britten Pears Young Artist Programme and Residencies programme) gives musicians of all ages, backgrounds and career stages the time, space and support to develop their talent and create work.

The Community team runs inspirational community programmes, including the mass-participation singing project Friday Afternoons and long-term wellbeing projects including for people (caring and cared for) living with health conditions (for example dementia and Parkinsons), and those in the criminal justice system. Aldeburgh Young Musicians provides exceptional young musicians with a unique training model and a broad programme of artist development opportunities. There is also a year-round public engagement about the life and work of Britten and Pears, particularly at The Red House through digital activity and resources, talks, recitals and other events using the unique archive and collections.

The Red House is a Grade II 17th-century farmhouse and was the home of Britten and Pears. It is a heritage site preserving an accurate picture of their life together - telling not only their story but also that of the family, friends and famous guests who stayed or visited there. The eclectic mix of art, artefacts, furniture and furnishings together with their extensive archive, give a rare and personal glimpse into the domestic lives and tastes of two extraordinary musicians, rooted in pre- and post-war Britain.

**JOB TITLE:****CHIEF FINANCIAL OFFICER**

Full time, permanent post and member of the Leadership Team.

The post is based in Aldeburgh and Snape, Suffolk.

**POSITION IN ORGANISATION**

**Reports To:** Chief Executive

**Responsible For:** Head of Finance  
Head of Process and Change Management  
IT provision – currently provided by a third party

**Finance Team consists of:** Head of Finance – full time  
Management Accountant (BPA) – full time  
Management Accountant (SMTL) – full time  
Accounts Administrators x 2 – full time  
Finance Assistant – part time  
Payroll Administrator – part time

**MAIN PURPOSE AND SCOPE OF THE JOB**

The CFO is part of BPA's Leadership team and leads the Finance Team. The CFO is accountable for the provision of financial information and analysis which informs strategic, commercial, charitable and operational decision making and planning. The role combines financial stewardship of the commercial entity – Snape Maltings Trading Limited – with that of the charity. Working closely with the CEO, and the Leadership Team, the CFO will also report to the Board of Trustees (BPA), the Board of Directors (SMTL) and subsidiary groups.

The CFO is accountable for the budget, financial aspects of the strategic plan, management accounting and reporting, financial reporting, financial policies, risk and tax, along with IT provision.

**DUTIES AND KEY RESPONSIBILITIES:****Strategic**

- Collaborate closely with the CEO and Leadership Team to set the corporate and financial strategy.
- Lead the development of the finance strategy in line with BPA's overall strategy.
- Lead the preparation of annual and longer-term financial plans, ensuring that underpin the Business Plan.

- Work with the CEO and leadership team to identify potential revenue streams, and develop business cases supporting new investment.
- Ensure the structure of the group is optimized, taking account of all income sources, including commercial income, public funding and philanthropic support to support the long-term funding of BPA's artistic and charitable objectives.
- With outsourced assistance, guide BPA's information technology strategy.

#### **Leadership**

- Provide clear leadership and communication to the finance team.
- Promote and lead a culture of continuing improvement and collaboration within the team.
- Develop and lead the finance team to ensure that it delivers timely and accurate financial information.
- Develop and foster positive and productive working relationships across the whole organisation, recognising, and responding to, the needs of commercial and charitable departments.

#### **Compliance**

- Act as the Company Secretary – maintain good practice, note and act on Charity Commission guidance where appropriate.
- Lead the relationship with the Finance and Audit Committees, external auditors, investment advisers, bankers, brokers etc.
- Manage the timely completion of annual reporting as required by the Charity Commission and other statutory bodies.

#### **Systems**

- Review business support systems to ensure that they are fit for purpose and provide optimal reporting and analysis to facilitate well-informed decision-making and deliver business performance.
- Set and agree priorities with the Head of Process and Change Management for review and improvement.
- Set and review priorities with the external IT provider ensuring best value, efficiency and compliance.

## Person Specification: Chief Finance Officer

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Demonstrable track record in financial reporting, planning and analysis together with financial control.</li> <li>• Experience gained at a senior level within a multi-dimensional organisation.</li> <li>• Demonstrable experience of working with a leadership team and having an operational and commercial impact on the business.</li> <li>• Has led and developed a finance team – supporting professional development and performance management.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working closely with a CEO and Board.</li> <li>• Experience of working with a charity and with compliance and governance issues.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Accountant – ACA, ACCA or CIMA</li> </ul>	<ul style="list-style-type: none"> <li>• CIOT, Management Qualifications</li> </ul>
Skills/ knowledge	<ul style="list-style-type: none"> <li>• Empathises with BPA's work and values – understands the balance between charitable purpose and commercial imperatives</li> <li>• Strategic thinking and planning</li> <li>• Clear, confident and consistent communication skills – verbally and in writing – communicates effectively with financial and non-financial colleagues.</li> <li>• Public speaking and presentation skills</li> </ul>	
Ability/aptitude	<ul style="list-style-type: none"> <li>• Strong ability to build relationships both internally and externally</li> <li>• Promotes a culture of openness and collaboration</li> <li>• Has personal credibility and integrity – inspires confidence in others.</li> <li>• Is a natural and authentic role-model for the organisation's stated values and behaviours</li> <li>• Always acts as a professional ambassador on behalf of the organisation</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• To be based in Suffolk</li> <li>• Full driving licence</li> </ul>	