



**London  
Sinfonietta**  
making new music

**London Sinfonietta**

**Head of Finance**

Full time or 4 days a week

**August 2025**



## About London Sinfonietta

The London Sinfonietta is at the forefront of contemporary arts in the UK and internationally. We are one of the world's finest contemporary music ensembles with a reputation built on cutting edge programming and virtuosic performances. Founded in 1968, we have commissioned over 450 new works and premiered many hundreds more. We always seek to inspire more people with the sound of new music – across contemporary classical, jazz and experimental music – at venues including contemporary arts spaces, electronic music venues, international concert halls, and in community settings.

We are resident at London's Southbank Centre and Artistic Associate at Kings Place, perform around the UK and internationally, and have an extensive catalogue of recordings. We develop new talent from school projects through to early career professionals, ensuring the next generation of contemporary music creators thrives. We break new ground in the digital sphere and have created a participatory app with the musician Steve Reich which is still being used world-wide and launched our own digital channel.

We believe that contemporary arts and music are relevant to all people's lives, and commission and produce work that addresses issues affecting modern society, to connect with wider audiences and engage their imaginations. In 2021, we pioneered in the UK the first ever entirely bicycle-powered classical concert, working with theatre director Katie Mitchell in the staging of [Laura Bowler's Houses Slide \(2021\)](#). More recently, we staged Alicia Jane Turner's one-person opera [Tell me when you get home](#) with an all-female and non-binary creative team, which explored gendered experiences of walking home alone at night. We regularly collaborate with artists from other genres and have also worked extensively with choreographers, visual artists and animators.

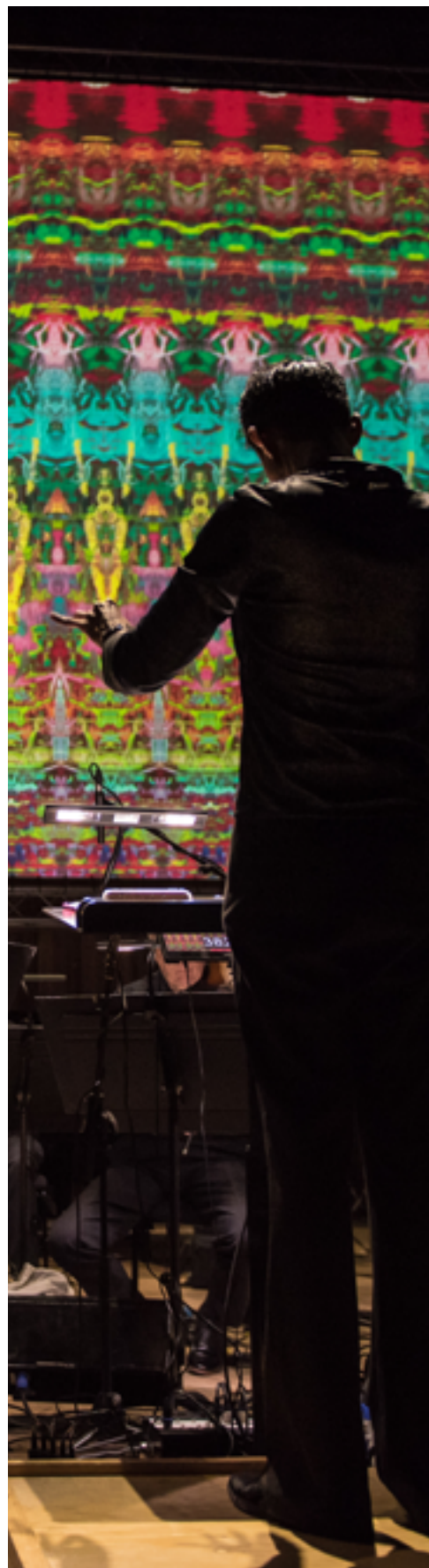
Following the Covid Pandemic, we are now working hard to rebuild our national and international touring programme. With more UK performance dates in our diary, we will also be touring to Poland, Norway, Ireland and Holland in the 2025-26 season.

Our participation and learning work has gone from strength to strength over the past 35 years, after we were the first orchestra in the UK to establish a music education programme in the early 1980s. We reach thousands of people a year via public participation opportunities at concerts and events, schools and community engagement (both live and online) including our [Sound Out](#) concerts and [Composition Challenge](#) workshops and concerts involving the public on stage with us. Our [talent development programmes](#) provide world-class training to early career musicians through our side-by-side projects and composers are supported on our recurring [Writing the Future scheme](#) which, in the current round, is supporting, producing and performing the work of four music creators including those from non-classical and diverse backgrounds.

We take positive action in relation to artist representation. In 2021-22, our new commissions came from 52% men and 48% women, with 24% representing Global Majority backgrounds, and our public participation work actively engages underrepresented groups to perform with us on-stage.

The London Sinfonietta is a member of the Arts Council England's National Portfolio of Organisations and has confirmed funding from them until at least the end of March 2028, when (along with all other organisations in the UK) we will reapply.

We are now starting to work towards our 60th Anniversary of the organisation which lands in January 2028.







## ***The role and who we are looking for***

The London Sinfonietta is one of the world's leading contemporary music ensembles, having established a world-wide reputation over nearly 60 years. Our mission is to engage wider audiences in new music, support and inspire individuals and communities through music, and develop composing and performing talent.

The Head of Finance reports to the Chief Executive & Artistic Director and is responsible for the strategic and day-to-day financial management of the organisation with an annual turnover of c. £1.2m. The role entails being part of the management and governance team, budgeting & forecasting, the statutory accounts & audit, finance systems, tax relief claims and supporting the work of the development (fundraising) teams. The role is also responsible for some HR functions, such as contracts with staff and freelancers as well as overseeing related policies.

The role line manages the Finance Officer (part time post) and shares the line management of the Administration Officer (part time post).

The postholder works closely with the Chief Executive & Artistic Director and colleagues across the organisation to ensure that the organisation's financial operations are in line with strategic objectives and operational delivery. The Finance Officer (p/t) provides support across the day-to-day financial administration of the organisation. The role is also supported by the Chair of Trustees, the Council (board) and the Finance, Risk & Audit Committee.

This is a rewarding and varied role, overseeing all accounting and finance functions for a small yet ambitious charity arts organisation. The post offers the chance to not only work on the day-to-day finances but also contribute at the strategic level. The role also incorporates responsibilities and oversight in areas of governance, HR, policies and operational management.

The organisation currently uses Exchequer accounting software but plans to implement new accounting software in early 2026 (likely to be Xero). Planning for this is underway and it is anticipated that completing the implementation will be one of the first key tasks for the person entering the role.

The annual timetable of work in this role is tied to the governance cycle of board (Council) meetings and Finance, Risk & Audit Committee meetings as well as the financial year which ends on 30 September.

**“The world’s top  
new music ensemble”**  
The Times



### **Management, leadership and governance**

- Work with the CEO and other senior colleagues to develop, support and deliver the strategic plan and budget for the charity
- Prepare and present budgets, management accounts, forecasts, cashflows, longer-term financial plans, statutory accounts and audit updates to the Finance, Risk & Audit Committee (board sub-committee), organising meetings in liaison with the Chair of FRAC
- Attend and contribute on financial matters to meetings of the Council (board) and Income Generation Committee (board sub-committee)
- Act as Company Secretary, making arrangements for Council meetings and AGMs in liaison with the Chair, circulating papers, minuting meetings and filing statutory returns with Companies House and Charity Commission
- Complete all paperwork in connection with the appointment and induction of new Council members (Trustees/Directors)
- Ensure that governance policies are regularly reviewed and developed in line with best practice

### **Budgeting, forecasting, quarterly reporting and financial analysis**

- Lead on the preparation of both longer term 3-year budgets and Business Plans, and the annual budget (for the year ahead), working with the CEO and other managers
- Produce up-to-date forecasts for the CEO and Council each quarter, highlighting any areas of risk and proposing mitigations
- Manage the quarter-end process, ensuring the ledger is complete and accurate (and completing all necessary adjustments and reconciliations)
- Prepare quarterly management accounts, including checking activity with budget-holders, preparing schedules of accruals and prepayments and allocating restricted income
- Work with the CEO and other consultants to model new business initiatives

### **Statutory accounts & audit**

- Act as the primary contact for the external auditor, ensuring the Statutory Report & Accounts are consistent with Financial Reporting Standards and the internal control environment is under constant review and improvement
- Be responsible for producing a high-quality year-end audit file and draft Accounts
- Draft the Reports of the Chair and Trustees, collating all data on the performance of the organisation during the period against KPIs and writing a succinct Strategic Report

### **Tax and tax relief**

- Prepare and submit quarterly VAT returns, making partial exemption calculations when required
- Prepare orchestra/theatre tax relief calculations for all qualifying concerts, liaising with partner promoters as necessary and staying abreast of changing guidance
- Be responsible for the review of Corporation tax returns and tax relief claims, as prepared and submitted by the organisation's accountants
- Review the financial clauses of draft engagement contracts and liaise with overseas promoters on issues such as international tax, ensuring that quarterly FEU returns are submitted
- Liaise with the Concerts department on withholding tax for foreign entertainers the organisation is engaging, ensuring the quarterly FEU returns are submitted
- Prepare and submit any other returns requested by government bodies (e.g. Schedule 23)



## **Finance systems**

- Ensure that there is suitable finance/accounting software in place which evolves with the needs of the organisation, developing enhancements and efficiencies, overseeing the implementation of any new finance/accounting software required.
- Ensure that the finance software is integrated with other software used by the organisation (e.g. Tessitura) to maintain compliance with Making Tax Digital
- Provide staff training in relation to the finance software and other finance processes

## **Day to day financial management**

- Oversee bank accounts and company credit cards, acting as a signatory, authorising payments and managing day to day banking and cashflow
- Advise on and check the processing of transactions on the organisations's finance software, ensuring accuracy and consistency
- Ensure payroll reports are prepared each month, setting up payments to individual employees and HMRC as necessary, liaising with an external payroll provider
- Set up monthly payments to the organisation's pension scheme provider, ensuring new employees are added to the scheme when eligible
- Manage and support the work of the Finance Officer (p/t) and share the line management of the Administration Officer (p/t), regularly setting and monitoring key performance objectives
- Work with colleagues to maintain and develop best-practice financial management, business decision-making and internal financial controls across the organisation

## **Development and fundraising**

- Support the work of the Development department in developing budgets as part of applications and reporting to funders (Trusts & Foundations) and for Arts Council England in relation to the organisation's NPO grant and its Transform funding.
- Advise the Development department on areas where VAT / tax / gift aid may impact on decision making (e.g. benefit packages as part of donor schemes)
- Review and submit quarterly Gift Aid claims on a timely basis

## **HR and Health & Safety**

- In conjunction with external HR & H&S consultants Peninsula, oversee the regular review and updating of HR and Health & Safety related policies, including the Employee Handbook
- Oversee the Administration Officer in the set up and ongoing management of the BrightHR and BrightSafe systems (online HR and H&S management platforms)
- Participate in recruitment processes as required and issue contracts and starter paperwork to new employees and freelancers, ensuring that an appropriate induction is provided by the Administration Officer

## **Other**

- Develop and maintain strong relationships with auditors, banks, other advisors
- Attend relevant training and development to ensure knowledge is kept up to date, especially on industry specific issues such as tax relief
- Attend concerts and events to represent the organisation as required
- Undertake other duties as requested from time to time





## Person Profile

### Qualifications

- Qualified accountant and member of a recognised UK accounting body
- Candidates with equivalent experience or qualifications will be considered

### Relevant Experience - Essential

- Proven track record of communicating complex financial information in an easy-to-understand format
- Experience of working with multiple stakeholders to prepare and deliver budgets and business plans
- Excellent Excel skills
- Excellent presentation skills
- Significant experience of financial management
- Experience of leading a small finance team and working across an organisation
- Ability to design and implement projects to enact change
- Experience of preparing papers for Trustee boards and committees

### Relevant Knowledge and skills - Essential

- Knowledge of charity financial practices and obligations
- Understanding of charity SORP and related reporting requirements
- Thorough understanding of financial planning, forecasting and analysis
- Ability to develop and optimise financial systems
- An understanding of financial control mechanisms within a business environment
- Understanding of management and financial accounting principles and techniques
- Understanding and experience of charity VAT
- Knowledge of charity governance and the role of company secretary
- Knowledge and practical experience of claiming creative tax reliefs

### Personal Attributes- Essential

- Able to think strategically as well as understanding the day-to-day activities of a finance department at a granular level
- A good communicator & relationship builder at all levels
- Looks to identify best practice and drive improvements
- Self-confident with good influencing skills
- Interest in the arts

### Desirable Criteria

- Knowledge of the arts and / or orchestral sector
- Knowledge of gift aid regulations





## Working at London Sinfonietta

We are a small, friendly and enthusiastic team based at Theatro Technis, in Camden (near Mornington Crescent and Kings Cross St Pancras stations). We are a hands-on organisation, with all staff able to input into the strategic direction of a world-renowned contemporary arts organisation. We have a commitment to professional development with regular training opportunities available. Staff mix regular home-working with being in the office and at events; our performances offer a regular social aspect, with staff able to access complimentary concert tickets for LS concerts as well as receive discounts at Southbank Centre's on-site cafes and shops. We offer 25 days holiday per year (rising by 1 day per year after 5 years' service to a maximum of 30 days) plus bank holidays, along with an enhanced maternity and paternity leave provision.

## Equity and Diversity

London Sinfonietta is committed to becoming a more diverse and inclusive organisation. We encourage applications from those who are currently underrepresented in our workforce and also more widely in the classical music industry, including D/deaf or disabled, and applicants who experience barriers due to ethnicity, gender identity and/or socio-economic background. Should you require any reasonable adjustments throughout the application process, please let us know.

To ensure that our equal opportunities process is effective and to monitor the range of people who are applying to work with us, please complete an Equality and Diversity monitoring form with your application. Please access the form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/r/BjtU7MUFPc> All responses submitted are anonymous and will not be used by the interview panel for the purposes of selection.

## Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <https://londonsinfonietta.org.uk/privacy-and-cookie-policy> which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

**"If I was the British Government, I'd declare the London Sinfonietta a national treasure..."**  
Steve Reich



## Terms and Conditions

**Full time or 4 days a week post, to be discussed at interview.**

**Line Manager:** Chief Executive & Artistic Director

**Responsible for:** Finance Officer (part time), shared line management of Admin Officer (part time)

**Hours of Work:** Normal office hours are Monday-Friday 10am to 6pm. We can consider a flexible pattern of working and indeed the job will also require some working outside these hours, including attendance at evening LS concerts. A time off in lieu policy applies for days worked at weekends or bank holidays.

**Place of work:** A mixture of office working (Theatro Technis, London N1 1TT) and home working will be required, with events delivered at various venues across London and nationally. All applicants must have the ability to work remotely.

**Salary:** c. £42,000-£45,000 full time (4 days a week will be pro-rata)

**Pension:** All employees are auto-enrolled into a contributory pension scheme (subject to eligibility and the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee contributing 5% of salary

**Annual Leave:** 25 days for a full-time role (plus statutory bank holidays), pro-rata part time.

**Start date:** Oct / Nov 2025







## How to apply

To apply for the position of Head of Finance at London Sinfonietta, please send a cover letter including supporting statement outlining why you want to work for the London Sinfonietta and how you meet the person specification, and your CV to [recruitment@londonsinfonietta.org.uk](mailto:recruitment@londonsinfonietta.org.uk) by **Monday 15 September 2025**.

In addition, we would be grateful if you could complete the [Equality and Diversity Monitoring Form](#) with your application. Please note that the responses submitted are anonymous and for monitoring effectiveness of our recruitment processes only and will not be used by the interview panel for the purposes of selection.

**Closing date for applications: Monday 15 September 2025.**

First round interviews will take place in the week of the **29 September 2025**.

If you would like an informal chat before applying, or for any queries about this role, please email [andrew.burke@londonsinfonietta.org.uk](mailto:andrew.burke@londonsinfonietta.org.uk)

