

# Candidate Information Brief Appointment of Director of Finance

June 2019

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**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

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# Introduction

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The Royal Northern College of Music (RNCM) is a leading international conservatoire located in the heart of Manchester, with a reputation for attracting talented students, teachers, conductors and composers from all over the world.

Now in its fifth decade, the RNCM is relatively young, but its rich history spans back to 1893 when Sir Charles Hallé founded the Royal Manchester College of Music. In 1973, this institution merged with the Northern School of Music, and the RNCM was born. Today, from its base on Oxford Road, the College is a thriving conservatoire with around 320 teaching staff and over 800 students from 60 different countries.

A world-leading conservatoire, with a £21 million turnover, the RNCM was awarded Gold in the Higher Education Funding Council for England's first Teaching Excellence Framework. It is currently the UK's leading music college for research following the 2014 Research Excellence Framework, and is proud that 100% of its graduates in 2016 and 2017 were in employment or further study within six months of leaving the institution. The RNCM has also been awarded two Times Higher Education Awards: Excellence and Innovation in the Arts (2015) and Outstanding International Student Strategy (2016), a China International Trade Award (2017), and a prestigious Global Teaching Excellence Award (2018).

Alumni of the RNCM hold leadership roles across the global music industry as performers, composers, music educators, artistic leaders and entrepreneurs. The RNCM is unique in the UK as, in addition to its music education remit, it is also a vibrant live music venue, offering unparalleled opportunities for students to perform in public and to work alongside top professional musicians. With four major public performance spaces, the College presents over 500 concerts and events each year, ranging from performances by RNCM orchestras and ensembles and large-scale opera productions, to a host of touring companies and external hires.



## The role

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We are seeking a dynamic, creative and highly experienced finance professional to join the Royal Northern College of Music (RNCM), one of the world's leading international conservatoires, as our new Director of Finance.

A member of the RNCM's Executive Committee reporting directly to the Principal, you will provide strategic leadership to the College's Finance Department, Academic Registry and Business Systems Development Unit, ensuring a high quality, responsive and customer-focused service for governors, staff, students and external stakeholders. A persuasive and influential member of the leadership team, you will advise and guide the Principal, Board of Governors and senior colleagues on financial issues facing the College, including the constraints and priorities, playing a leading role in the development and implementation of strategic and operational plans, risk management and data analysis and reporting. You will also draft responses to formal consultations and prepare external bids on behalf of the institution, as appropriate.

Responsible for financial and student number planning, you will work closely with senior academic colleagues to set annual recruitment targets, ensuring that scholarship and bursary funding is deployed strategically to incentivise recruitment and to achieve an appropriate overall student ecology. Fully abreast of the challenges facing the Higher Education and Conservatoire sectors, you will play a major role in enabling the RNCM to realise its exciting ambitions and fulfil its creative potential.



# Main duties and responsibilities

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## Key Challenges

To provide dynamic, creative and influential leadership and management, applying innovative thinking to institutional and sector-wide challenges.

To understand fully the issues facing the College and the Conservatoire sector as a whole, and to bring an innovative and proactive approach to Finance, Registry and Business Systems Development services.

To contribute to strategy, policy development and projects working closely with other members of the Executive Committee and senior officers, staff and students across the College.

To deliver responsive, high quality and customer-focused services.

To put in place a systematic approach to income generation and cost management that supports the College's financial sustainability.

To ensure that the College's finance, registry and business support functions enable the institution to realise its exciting strategic ambitions and fulfil its creative potential.

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## Finance

Lead role in developing the College's financial strategy, contributing to the strategic development and operational plans of the College, communicating the constraints and priorities and advising the Principal and the Board of Governors as required.

Responsibility for the financial management of the College, including development of financial policies, financial modelling, overseeing the annual business planning process, the preparation of financial accounts for the College and its Trust Funds and liaison with auditors, investment and legal advisors on the preparation of documents with financial implications. Advising the Principal over the setting and monitoring of income and other financial targets.

As a member of the Executive Committee and in liaison with the Academic Management Group, contribute to academic planning resource allocation, ensuring timely provision of comprehensive and accurate financial and planning data to inform decision-making.

As Chair of the Student Awards Committee, leading the allocation of student scholarships and bursaries in liaison with the Deputy Principal (Performance and Programmes), Director of Programmes and Director of Development.

Responsibility for leadership and management of the College's Finance function, including liaison with the Board of Governors and appropriate sub-committees and with bankers, auditors and insurance advisors.

In liaison with the Deputy Heads of Finance, overseeing payroll and procurement policies and processes, purchase ledger processing, including commitment accounts, cash handling, management of Trust Fund transactions, preparation of cash flow forecasts, budget analyses and ad hoc reports for management.

Leadership and coordination of the College's risk management process, including Key Performance Indicators and risk registers.

Responsibility for ensuring the College's statutory and other obligations regarding financial policies and regulations are met.

## Registry

Senior line-management of the RNCM's Registry function, ensuring the provision of high quality customer-focused academic services and systems.

In liaison with the Deputy Principal (Performance and Programmes), Director of Programmes, Head of Registry and Director of Marketing and Communications, contribute to student number planning, working with colleagues to ensure student numbers are maintained and balanced to maximise the income and profile of the College.

Overall responsibility for the integrity and accuracy of data on the College student records system and the production of accurate and timely data and reports to various groups, including the Executive Committee, Academic Management Group, Academic Board, Examination Boards, the Board of Governors and external agencies.

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## General

Senior line management of the Business Systems Development Unit, ensuring the delivery of comprehensive, accurate and timely data to inform decision-making across the College, reconciling existing systems wherever possible to create an efficient and streamlined service proportionate to the needs of the institution.

Attending meetings of the Board of Governors, reporting to the Finance and Audit Committees and Investment Sub-Committee as required.

Contributing to external relations matters within the remit of the role and representing the College in relevant professional networks, groups and forums to share knowledge and best practice.

Provide strategic leadership and management to staff in the Finance Department, Registry and Business Support Development Unit, ensuring the necessary skills and competency levels are in place, developed or acquired, and that effective professional development and succession planning is undertaken.

Undertake other duties which fall within the scope of the role, as required.

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## Health and Safety

To ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons and to comply with the policies and procedures relating to health and safety within the College.



# Person specification

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## Experience

### *Essential*

Recent experience of operating at a strategic level in relation to finance, planning and business systems development in a complex organisation with wide ranging national and international partnerships and networks.

Recent experience of operating at a strategic level with regard to the development and implementation of finance strategy and policy.

Recent experience of leading and managing a diverse service provision including leadership of high impact change projects.

Recent experience of developing financial forecasts, monitoring budgets, preparing financial accounts, and being responsible for financial modelling and business planning.

### *Desirable*

Extensive recent experience of working within a Higher Education Institution contributing to the development and implementation of strategy and policy in financial management and academic registry functions.

Experience of leading and managing student support and academic services and systems.

Working with investment advisors and insurance advisors.

Development of legal documentation with commercial partners.

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## Skills

### *Essential*

Ability to develop, communicate and deliver a strategic vision in relation to the key areas of responsibility within the role.

Ability to identify and communicate financial constraints and priorities.

Excellent leadership and motivation skills with a commitment to ensure results are achieved and deadlines met.

Excellent communication, presentation and negotiation skills (written and verbal), tact and diplomacy.

The ability to influence others, including senior colleagues, members of the Board and external stakeholders.

Excellent decision-making, analytical and problem-solving skills and a target-driven approach.

Ability to present complex regulations and policy frameworks and financial and management information to non-specialists in a compelling, accessible and transparent manner.

Excellent planning and organisational skills with the ability to work under pressure, prioritise and meet deadlines.

Ability to analyse complex data/technical information and produce accurate, appropriate and timely reports.

## Knowledge

An up-to-date knowledge of best practice in financial and management accountancy.

An excellent understanding of the major Higher Education policy issues and their implications.

An in-depth understanding of corporate governance.

A high level of competence in Microsoft Office products, databases and financial accounting systems.

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## Qualifications

### *Essential*

A degree and appropriate professional financial qualification with recognised CCAB body.

### *Desirable*

Postgraduate management or other relevant professional qualification.

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## Other Requirements

Understanding of and empathy with an academic environment specialising in the performing or creative arts, ideally in a higher education context.

Ability to represent the institution externally as an alternate to the Principal where appropriate.

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## Equal Opportunities

An understanding of Equal Opportunities issues within the workplace.



# Terms of appointment

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<b>Salary:</b>	Personal grade. Competitive.
<b>Hours of Work:</b>	This is a full-time post and its nature is such that the post holder will be expected to work such hours as are reasonably necessary in order to fulfil the duties in a professional manner.
<b>Annual Leave:</b>	35 days per annum, normal statutory holidays, and any efficiency closure days as may be determined by the Principal.
<b>Pension:</b>	The role holder will be eligible to join the LGPS.
<b>Private medical cover:</b>	The role holder will receive private medical cover.

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## How to apply

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Saxton Bampfylde Ltd is acting as an employment agency advisor to the Royal Northern College of Music on this appointment.

Candidates should apply for this role through our website at [saxbam.com/appointments](https://saxbam.com/appointments) using the reference code **KACIB2**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the application and equal opportunities monitoring\* form. The closing date for applications is noon on **Monday 26 August 2019**.

### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

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