



## **NATIONAL CENTRE FOR MUSIC**

### **Recruitment: Finance Manager**

**JOB TITLE** Finance Manager

**CONTRACT** Permanent

**SALARY** £40,000 (pro rata @ 0.4 FTE = £16,000)

**HOURS** 14 hours per week (0.4 FTE) initially, with flexibility

**LOCATION** Hybrid (at least 1 day/week in offices in central Edinburgh)

**REPORTS TO** Chief Executive & Creative Director

**START DATE** As soon as possible (six-month probation period)

**OTHER DETAILS** Auto-enrolment pension (4% employer contributions)  
31 days annual leave inclusive of public holidays (to be pro-rated)

This post is 0.4 FTE. Pro-rated annual leave is provided in addition to this contracted time and does not reduce the weekly working hours. Leave may be taken flexibly and the time can be reallocated across other working days.



## SUMMARY

The National Centre for Music (NCM) is a new charitable organisation which will take up home within and operate the iconic old Royal High School at the foot of Edinburgh's Calton Hill. Offering new mid-scale performance and rehearsal spaces, practice rooms, a recording studio, co-working and creative office space, events and conferencing facilities, a cafe and bar, and two acres of flower-filled landscaped gardens - the first public city centre gardens to be opened in Edinburgh in 200 years – the centre will become an iconic destination and a place where Scotland's musical history is made.

The site is currently managed by the charity Royal High School Preservation Trust (RHSPT), who are leading a major construction project to reawaken this significant Scottish heritage site. When the capital project is completed, the National Centre for Music will become the tenant, (with operations expected to start in 2028).

The National Centre for Music is in start-up phase, developing its systems, team, programming and business model. With a bold ambition to be a home for all of Scotland's musical communities and to create an environment where Scottish musical history is made, this is a fast-paced environment and a period of rapid change and growth, and we are now seeking to appoint a Finance Manager to support our growing operations.

We are looking for a meticulous individual with strong accounting experience, ideally fully qualified. You will be responsible for day-to-day financial administration and data, developing strong financial processes and controls, and working with the CEO on business modelling and development. NCM is a registered charity so experience of regulation and financial practice in the charity sector would be highly desirable.

The Finance Manager will have a close relationship with the Finance & Risk Committee – a group of Trustees focused on these key areas – and will attend and report at these meetings. You will also work with an external firm of accountants, who support with payment runs, payroll and accounting advice, and a separate firm of auditors, who will require an annual audit pack including various reconciliations and disclosure notes to support our annual accounts. NCM has also been working with a Finance Consultant who will continue to provide support, strategic guidance and continuity.

The role is initially advertised as 0.4 FTE. The National Centre for Music is due to open its doors to the public in 2028, and in due course this role could develop both in number of days and in responsibilities, in response to changing business needs, and candidates' skills and development.

We are looking for an individual who is drawn to the vision and values of the National Centre for Music, and who wants to be part of the team that shapes strong foundations and accessible and efficient ways of working.

## **ABOUT the NATIONAL CENTRE FOR MUSIC**

### **VISION**

Reawakening a spectacular Scottish heritage site, the National Centre for Music will become an energising force in Scotland's music sector, and an iconic cultural destination. Through our programmes and partnerships, Scotland's musical communities will come together, music will change peoples' lives, and Scotland will stay firmly at the forefront of global musical boldness.

### **MISSION**

To create a nurturing and inspiring environment where Scottish musical history is made.

### **VALUES**

#### **Every sound counts**

The explosion of different types of musical approaches, genres and passions that exist here every day is what makes us special.

#### **Curiosity fuels our creativity**

Our quest to celebrate the richness of music making in Scotland will never be exhausted – we know there is always more to discover, and we take that challenge seriously.

#### **Join the dots**

We are an active connector - bringing different musical perspectives and knowledge together in respectful exchange for everyone's benefit.

#### **Warm and welcoming**

We may look grand on the outside, but as soon as you enter, you feel at home. Our spaces all have an uplifting atmosphere, and our friendly team ensure everyone can access, enjoy and participate fully in what we have to offer.

#### **Building for the future**

We are creating an organisation that will play a significant role in Scotland's cultural trajectory. People will start to rely on us, so we prioritise long-term resilience and put sustainability (in all its meanings) at the heart of our thinking, to ensure we become an organisation fit for the future.



## RESPONSIBILITIES

### Financial Administration and Accounting

- Oversee NCM's daily financial operations including payment runs, purchase orders, and supplier relationships, using Xero
- Oversee quarterly management accounts, in year and long-term forecasts and working closely with the CEO on business plan development
- Liaise with external accountants on payment runs and payroll
- Detailed cost analysis and reconciliations as required for the annual audit process
- Act as the main point of contact for the annual audit and prepare the audit pack
- Cash forecasting and treasury management, including short-term deposits
- Manage charity restricted reserves including coding of direct costs and computation of staff costs and overheads
- Support fundraising functions with data and input including reviewing grant agreements, preparing grant claims, and providing financial data for fundraising bids or reports
- In due course, process gift aid claims, VAT returns, other relevant tax returns and tax relief claims
- Manage charity insurance arrangements and documentation

### Financial Modelling & Systems

- Supporting the Chief Executive in the development and setting of annual budgets
- Supporting the senior management team as they develop key organisational systems including Customer Relationship Management, box office, and venue hire contracts.
- Oversee financial policies and support colleagues to understand and implement these

## **Other**

- Act as a key executive point of contact for the Finance & Risk Committee, and NCM Board, attending meetings and providing reports as directed by the CEO
- Support with statutory reporting to OSCR and Companies House
- In future, line management of bookkeeping / other finance staff

## **PERSON SPECIFICATION**

### **Skills and Experience required for this role**

- Experience of budgeting and financial/business planning
- Experience of running company finances including management accounts
- An strong understanding of the Third Sector financial landscape, and ideally practical experience of accounting in the Charity Sector and of OSCR requirements
- Knowledge of, or experience of using Xero Accounting system
- Experience of producing financial reports for a range of audiences, including non-technical/lay individuals
- Previous experience of designing, developing and managing processes and procedures to promote efficiency
- Experience of developing and implementing financial policies
- Understanding of risk and compliance
- Proven ability to work effectively with a wide range of internal and external stakeholders
- Experience of working in the arts or a in a venue / destination would be an advantage
- An accounting qualification (ACCA, ACMA, CA, CIMA) would be an advantage

### **The characteristics of someone we think would flourish in this role**

- Someone who is a clear communicator with strong reporting skills and an ability to explain technical financial information to non-finance specialists
- Someone who can quickly grasp complex information and understand both strategic and practical implications
- A meticulous approach, thriving on identifying small details that make a big difference
- Somone who doesn't mind a blank page and can initiate new ideas and systems
- A collaborative individual who likes to work as part of a team
- An interest in or passion for music and an affinity with the values of the National Centre for Music

## **HOW TO APPLY**

Please email [hello@ncmscotland.org.uk](mailto:hello@ncmscotland.org.uk) with Finance Manager as your subject header, attaching:

- a copy of your CV
- a covering letter of not more than two A4 pages (or a short video or audio recording of not more than 5 minutes in length), outlining why you are interested in this position and highlighting experience relevant to the role.

CVs and Covering Letters will be anonymised before review by the shortlisting panel. As indicated above, if you do not feel comfortable sharing a written submission, we are also happy to accept video or audio recordings of

a covering statement. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your name or personal details.

Closing date - 12 noon on Wednesday 20 May 2026. Interviews are expected to take place in the w/c 25 May.

If you have questions in advance of application, please don't hesitate to contact us on [hello@ncmscotland.org.uk](mailto:hello@ncmscotland.org.uk) and we will try to get back to you as quickly as possible.

## **EQUAL OPPORTUNITIES**

We are committed to ensuring everyone has access to the same resources and opportunities in applying for this role. If you have any access requirements, or we can do anything to help you feel more supported in your application, please do not hesitate to contact us and we will make any reasonable adjustments we can.

To give everyone the best chance of demonstrating their suitability for the role, we will share the core interview questions a few days in advance of first interviews.