Saffron Hall







Recruitment Pack

Finance Director

About Saffron Music Trust (SMT)

Saffron Music Trust (formerly Saffron Hall Trust) is a music and education charity working across Essex, bringing outstanding artists into schools and communities, supporting local music-making and presenting high-quality live music across the county. Our Associate Artists are The Sixteen, The London Philharmonic Orchestra, Aurora Orchestra, Orchestra of the Age of Enlightenment, Britten Sinfonia and Jess Gillam.

We are based at, and manage, Saffron Hall, one of the UK's leading concert venues, renowned for its exceptional acoustics, inspiring programme and warm welcome. Each year we present an outstanding programme of world-class classical music alongside jazz, folk, contemporary music, comedy, talks and community events, welcoming internationally acclaimed artists and thousands of visitors from across the region and beyond. Saffron Hall is part of Saffron Walden County High School, an innovative and inspiring partnership between culture and education.

Saffron Hall has shown what can happen when world-class artists are embedded in schools and community work. Now, through Saffron Music Trust, we are taking that ambition across Essex – creating opportunities to be inspired by, experience and participate in music, and bring more live music to more people, in more places. In our first year out of the concert hall, over 3,000 Harlow residents enjoyed Sunday Night at the Musicals at their new bandstand; folk fans in Brentwood attended a folk club in their town for the first time in years and from Clacton to Southend over 2,000 primary school children from 27 schools experienced our in-theatre concerts, while 38 in-school workshops reached an estimated 4,000 more, and this is just the start.

We are looking for an experienced, proactive and strategic Finance Director to join our friendly team. This is a key leadership role, working closely with the Chief Executive and Senior Management Team to ensure the financial health and long-term sustainability of Saffron Music Trust. You will oversee financial planning, reporting and compliance, support strategic decision-making and help shape our ambitious plans to expand our work across Essex. If you are a qualified accountant who enjoys combining hands-on financial management with strategic thinking, and want to play a vital role in helping a growing arts and education charity, we would love to hear from you.

Full Job Details

Saffron Hall Recruitment

Position:	Finance Director
Department:	Finance
Location:	Office: Council Offices, London Road, Saffron Walden
Reporting to:	Cheif Executive Officer
Supervises	Finance Officer
Position Type:	Part-time, permanent hours
Hours:	16 hours per week
Salary:	£21,000 per annum (£52,500 full-time equivalent)
Holiday:	11 days a year, plus bank holidays
Terms:	A full time, permanent contract is offered. We are open to applications proposing flexible working arrangements within the scope of the role. Following a six-month probation, the notice on each side will be 2 months. There are generous sickness-pay conditions and a pension scheme applicable to your employment.
Deadline for application:	Midday on Monday 23 November, 2026
Interview date:	Monday 30 November, 2026
DBS Checking:	This appointment might be subject to an enhanced Disclosure and Barring Service check. Saffron Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
HR Contact:	Applications accepted by email only: Subject Line: Finance Director HR@saffronhall.com.

Finance Director

Job Purpose:

- Work with the CEO to manage the financial health of the Trust and report quarterly to the Finance Committee and the Board
- Work with the CEO, with the support of the Finance Committee, on financial planning, tracking, analysis and reporting to support the Trust's sustainable expansion into Essex
- Provide support to the Senior Management Team in budgeting, reporting, funding bids and financial analysis
- Manage the Finance Officer to ensure smooth and efficient running of the finance function

Principal Accountabilities:

- Responsible for accurate reporting of quarterly financial information to the Finance Committee and the Board, attending meetings as appropriate
- Implement efficient systems and work practices in the finance department and work with senior managers and team members to improve other finance-related processes
- Responsible for smooth running of the annual audit and preparation of the statutory accounts
- Responsible for annual insurance renewal
- Work with the fundraising team on major trust and public funding bids, donor reports and evaluation and management of restricted funds
- Work with the CEO on long-term strategic documents with a view to matching the Trust's aims and objectives with sound financial planning
- Work with the CEO to maximise financial opportunities for the Trust including Orchestra Tax Relief
- Ensure the Trust is compliant with regulatory bodies such as Companies House, Charity Commission and HMRC (including VAT)
- Manage cash balances to maximise returns while ensuring adequate cashflow for operational needs
- Undertake all other duties and responsibilities commensurate with the role and level of this job as may be instructed by a manager

Finance Director

Saffron Hall Recruitment

Qualifications:

Essential

- Qualified accountant (ACA/ACCA/CIMA)

Skills:

Essential

- Proficient in Microsoft Office, especially Excel, Word and Outlook as well as Google docs and sheets
- Excellent attention to detail
- Strong written and oral communication skills
- Strong problem-solving skills
- Exceptional organisational and administrative skills
- Knowledge of accounting in the Charity sector

Desirable

- Knowledge of Sage Line 50
- Good working knowledge of VAT including partial exemption, VAT on grants and contracts
- Knowledge of Orchestra Tax Relief
- Deep Interest in and love of music
- A qualification in charity accounting (e.g. DChA)

Experience:

Essential

- Experience of working within a similar role, i.e. a broad role within a relatively small organisation, with the ability to provide hands-on and operational advice whilst also covering more strategic tasks
- Experience of maintaining the integrity of financial data across different systems

Desirable

- Experience of working in the Arts/Music sector
- Working knowledge or awareness of box office systems (such as Spektrix)

How to apply:

To apply, please send a CV and covering letter addressing how your experience matches the role and personal specification to hr@saffronhall.com. The cover letter should be no more than one side of A4.

If you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this.

Saffron Music Trust is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences. We want to make it possible for everyone to shine during the application process, so if there are any other changes, we could make to accommodate you, please let us know. The deadline for applications is **midday on Monday 23 November, 2026.**







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