

NYJO



Finance Manager

Introduction

As NYJO celebrates 60 years of nurturing young talent, we're introducing a newly designed Finance Manager role to strengthen our financial foundations at this pivotal moment. Working closely with our Chief Executive and engaging across all departments, you'll oversee day-to-day financial operations while contributing to strategic planning that will shape how we empower the next generation of jazz musicians across the UK.

About NYJO

Founded in 1965, NYJO has grown from a single jazz orchestra to a vibrant, varied organisation delivering engaging participation projects and impactful live performances for everyone. We exist to empower young jazz musicians and inspire audiences across the UK through our work.

We are committed to supporting and developing musicians of all styles and standards: whether you want to become the next emerging artist or simply play for fun – we're here for it.

NYJO is dedicated to making jazz and creative music-making more accessible to early-career musicians, young people, and audiences across the country. Throughout our activity, we seek to create a meeting ground between the established and the experimental – the past, present, and future – to build bespoke programmes which cater to lifelong and new jazz fans.



Our work spans three core areas:

Emerging Professionals - We curate exciting performance projects for audiences and emerging professional musicians aged 18-25, underpinned by a programme of Professional Development.

NYJO Learning - We create accessible learning programmes for all, providing young people with impactful tools for personal growth through creative music-making.

Community Outreach - We are passionate about responding to and representing our communities, both locally and nationally, in physical and digital spaces.

We work in close collaboration with likeminded partners to deliver projects that respond to local community needs and create an inclusive learning environment which centres the voices of young people.

We are a Resident Artistic Company at Woolwich Works, a creative arts centre in the Royal Borough of Greenwich. We are a registered charity and are proud to be an Arts Council England (ACE) National Portfolio Organisation, working towards delivering ACE's strategy to make the arts sector more inclusive and reflective of modern Britain.



Role Purpose

This is a newly created role designed to bring together tasks previously handled by different team members. You'll be working closely with the Chief Executive and engaging with all parts of the charity.

We're looking for someone who can oversee and manage our financial operations including the day to day finance function, ensuring excellent financial management, strong governance, and effective use of funds to support NYJO's mission to empower young jazz musicians across the UK.

Financial Management & Accounting

- The Finance Manager will have overall responsibility for the Xero accounting software including, maintaining accurate and timely financial records. They will also review and streamline how the NYJO team uses Xero, making improvements as needed to optimise accounting processes.
- Prepare quarterly management accounts, cash-flow statements, and variance analysis along with supporting narrative for the Board of Trustees.
- Manage bank, credit & debit card reconciliations, accounts payable/receivable, payroll and pension administration.

Budgeting & Strategic Finance

- Lead the annual budgeting process in collaboration with the CEO and department leads.
- Support multi-year financial planning and scenario modelling.

"I don't think I would be at music college without NYJO. That's what gave me the ensemble experience to play and interact with other musicians. It really helped me strengthen my skills. I think that's one of the things that got me here. (...) it also gave me confidence to perform. I got used to playing in front of people. It's given me confidence that I'm good at something."

Former Under 18s Participant

Charity Finance & Compliance

- Ensure compliance with statutory reporting requirements: Companies House, Charity Commission, HMRC (Orchestra Tax Relief and VAT)
- Lead preparation of year end financial statements and independent review process.
- Maintain internal financial controls and contribute to risk management.
- Manage Gift Aid returns and restricted fund tracking.

Project & Grant Financial Management

- Work closely with Programmes, Marketing and Development teams to create and monitor project budgets.
- Track restricted income and provide financial reporting to funders (Arts Council England, trusts & foundations, sponsors).
- Ensure accurate allocation of costs to projects and funding streams.

Governance & Reporting

- Produce financial reports for the CEO, Treasurer, Board of Trustees, and relevant committees.
- Attend Board and Audit & Risk subcommittee meetings as required.
- Support financial aspects of organisational decision-making, strategy, and planning.



Who We're Looking For

We're looking for a detail oriented, collaborative finance professional who is excited about contributing to the next chapter of a beloved cultural institution. Whether you're a qualified or part-qualified accountant with charity experience, or you've built equivalent expertise in the arts sector, you'll thrive in this role if you can translate complex financial information into clear insights, work closely with creative teams, and share our passion for empowering young musicians.

You'll need strong Xero skills, a solid understanding of charity finance (including SORP, Gift Aid, and restricted funds), and the ability to balance meticulous financial management with strategic thinking. Above all, we're seeking someone who values collaboration, brings warmth and professionalism to their work, and is genuinely excited about using their financial expertise to support young people's creative development and NYJO's mission to make jazz accessible to all.

Essential

- Qualified or part-qualified accountant (ACCA / CIMA / ACA / CIPFA) or equivalent professional experience within a charity/arts finance context.
- Experience managing finances for a UK charity or non-profit organisation.
- Working knowledge of charity SORP, Gift Aid, and fund-restricted accounting.
- Strong Excel and accounting-software skills.
- Excellent communication skills with the ability to explain finance to non-financial stakeholders.
- Strong organisational skills and attention to detail.

Desirable

- Experience in the music, youth, education, or cultural sectors.
- Experience working with Arts Council England and other funders.
- Interest in jazz music and supporting opportunities in music education or creative development.

Further Role Details

Hours: Part-time (3 days per week)

Salary: £45k-£55k Full Time Equivalent depending on experience

Holiday: 20 days, plus bank holidays (pro rata for part-time)

Location: London with flexible/hybrid working

Notice: One month during the 3-month probation period, two months thereafter.

Reports to: Chief Executive

Application Process

To apply, please send your CV and a covering letter (maximum 2 pages) outlining your relevant experience and what draws you to NYJO to Hannah@nyjo.org.uk before 22nd January 2026.

We are planning to hold first round interviews online during the week of **2nd February 2026** and invite shortlisted candidates to in person second interviews at Woolwich Works on **12th February 2026**.

Please confirm in your covering letter whether you are available on these dates, or indicate the closest alternative dates that would suit you. We're happy to discuss flexibility where possible.

We welcome applications from people of all backgrounds and are committed to building a diverse team that reflects the communities we serve. If you have any questions about the role or would like to arrange an informal conversation before applying, please contact Hannah.



NYJO

National Youth Jazz Orchestra

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