

GENERATOR

Recruitment Pack  
**Finance Director**

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# Introduction

Hello 🙌

Generator is on the lookout for a Finance Director to join our team in what's set to be a hugely exciting few years. The perfect candidate will **be inspiring, champion positivity, connect with empathy, and lead with honesty and integrity**. You'll be incredibly passionate about the music and creative industries, our wonderful region, and Generator's mission and vision. You'll thrive working in a fast-paced creative environment amongst a connected and ambitious team.

We're looking for someone with senior leadership experience, responsible for overseeing financial planning, budgeting, and compliance within in a similar organisation.

A positive, can-do attitude is imperative with the desire to work as part of a talented and inclusive team. In return, we can offer you a flexible, creative work environment where you'll be supported by passionate and positive people, excited about making a real difference through our work.

# About Generator

A thriving place needs a soundtrack.

Music can be what brings people somewhere, and what keeps them there. It can be how we tell the world who we are and what we're about. It can be work, community and a sense of purpose and belonging. Too often the music industry is boxed off, treated either as a standalone attraction or something people do just for the love of it.

The reality is that music is an integral part of a successful economy, and for somewhere like the North East it is a fundamental pillar of our regional identity. Young people growing up in the North East deserve an accessible music industry on their doorstep. They deserve an industry which provides recognised pathways for artists, and sustainable careers around them - in production, in venues, in management, and in the dozens of other professions it takes to put a musician on tape or on the stage. That's what Generator exists to build.

**Generator's mission is to create, develop and maintain a sustainable music industry in the North East that ensures access for all**

We want to make noise here in the North, retain talent and develop powerful pathways into the industry, without the need to leave the area.

# Job Description

## Role Overview

The Finance Director role is a senior leadership position responsible for overseeing financial planning, budgeting, and compliance within the organisation. The successful candidate will work closely with the CEO and Senior Management Team to align financial strategy with programme delivery, ensuring robust financial control and reporting. They will also manage statutory reporting, oversee payroll and VAT processes, and ensure adherence to funding requirements and governance obligations. Strong leadership, analytical skills, and experience in publicly funded organisations or charities are key, with a background in the music sector considered a bonus.

**Project Splits: TBC**

# Job Description

## Duties & Responsibilities\*

### Job Responsibilities:

- Support the CEO to set the business plans and budgets for submission to the Board, and attend board meetings to deal with any financial issues or questions
- Together with the Deputy CEO and other members of the Senior Management Team you will support programme design and align to budgets to funding requirements, required outputs and secured funding budgets
- Ensure all legal obligations are met in accordance with the funding criteria of our stakeholders
- Financial business planning and ongoing budget management
- Financial control and reporting including bank reconciliation sign-off
- Statutory reporting and governance – including Arts Council England quarterly reporting and other claims
- Prepare end of year and quarterly management accounts, liaising with our external accountants, preparing year-end financial statements, schedules and notes
- Advise on and manage contracting systems and processes
- Develop and maintain authorisation and procurement protocols
- Oversee payroll (delivered externally)
- Oversee VAT return (alongside accountants)

# Job Description

## Knowledge, experience, and skills required to do the job

### Experience and Skills:

- Proven work experience as a Head/Director of Finance, or similar role, in a publicly funded organisation or charity
- In-depth understanding of financial modelling, cash flow management, bank reconciliation and bookkeeping
- Hands-on experience with preparing, controlling and risk management of 7-figure budgets
- Knowledge of public funding claims processes
- Excellent knowledge of data analysis and forecasting models
- Proficiency in the most up-to-date accounting software (XERO ideal)
- Expert analytical and decision-making skills with a solution focused mindset
- Leadership ability - confident and sympathetic staff management skills and the ability to work as a team
- A continuous improvement mindset, with a passion for improving existing systems and processes
- Experience in the music sector and knowledge of royalty distribution process would be a bonus

\*Generator N E Ltd presents this job description as a guide to the main areas and duties for which the jobholder is accountable. However, the business operates in an environment that demands change and the jobholder's specific responsibilities and activities will vary and develop. Therefore, the job description should be seen as indicative and not as a permanent, definitive, and exhaustive statement.

# Job Description

## Qualifications:

- MSc in Accounting and Finance/MBA or relevant certification
- Qualified Accountant qualifications (CCABs, ACA, CPA, CFA, and CIMA) with at least 5 years post qualified experience, or equivalent
- We will consider applications from individuals who have 5 years of experience at a senior level who do not hold formal accountancy qualifications



# Job Description

## Terms & Conditions

<b>Job Title:</b>	Finance Director
<b>Office:</b>	Generator Coronation Buildings 65 Quayside Newcastle Upon Tyne NE3 1DE
<b>Working Hours:</b>	0.4-0.6 FTE
<b>Salary:</b>	Dependent on experience
<b>Start Date:</b>	Immediate start
<b>Contract:</b>	Dependent on experience
<b>Location:</b>	Newcastle Upon Tyne / Tees Valley / flexible working

## Position in organisation

<b>Reports to:</b>	CEO
<b>Responsible for:</b>	N/A
<b>Budget accountability:</b>	TBC

# How to apply

## Application Details

To apply for this role, please send a CV and cover letter to [ceo@generator.org.uk](mailto:ceo@generator.org.uk)

We welcome applications by video / audio.

Applications close **12pm Monday 31st March 2025**. Interviews expected to take place week beginning 7th April 2025.

## Inclusion & Diversity

Applications from under-represented groups are encouraged. Generator recognises that particular groups, communities and identities are under-represented in our workforce and we are taking positive steps to address this. As such we would love to hear from you if you:

- Identify as female, non-binary and other gender minority (in keeping with our [Keychange Pledge](#))
- Are d/Deaf, have a disability, learning difficulty, significant long-term health condition which affects their daily life or would describe themselves as neurodivergent
- Are from a working-class background
- Are from the African, South, East and South-East Asian, Middle East, Latinx or North African diaspora, or have experienced racism



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