



FUTURE YARD

FINANCE MANAGER

RECRUITMENT PACK
DECEMBER 2025



ROLE SPECIFICATIONS

Title:

**FINANCE
MANAGER**

Department:

Finance + HR

Reporting to:

Chief Executive

Contract:

Permanent - Full-time (40 hours)

Location:

**Future Yard, 75 Argyle Street,
Birkenhead, CH41 6AB - with
scope for flexible/hybrid working
available.**

Role description:

This is a new role in our organisation that we are excited to offer. This role of Finance Manager will ensure the high-quality and efficient function of Future Yard's financial processes. You will have control of all day-to-day finance functions, delivering accurate financial information, maintaining strong financial controls and supporting budget holders across the organisation. This is a hands-on role ideal for a proactive individual who combines excellent technical skills with a collaborative working style.

This role is key to the next phase of Future Yard's organisational development. We are a relatively young organisation that has grown into its current position of prominence in just five years. We are an award-winning, grassroots cultural institution, anchor organisation in Birkenhead's regeneration and an Arts Council England NPO.

This role is an opportunity to scaffold the operational financial functions of the organisation, supporting the next phase of our growth and development. This includes the next phase of our capital building programme in 2026.

We expect management to lead from the front and set a high standard for all our staff.

Salary:

Pay Band D (Management) between £27,040 - £39,520 per annum.

The starting salary will reflect the candidate's level of experience.

Work Pattern:

Future Yard supports hybrid working where operationally possible, with the option of blended working between the office and home. Hours of work will be: Mon-Fri, (9am) 10am - (5pm) 6pm. Office hours will be based at Future Yard. Occasional weekends or evenings may be required, given the nature of our organisation.

Holidays:

28 days (pro rata) plus bank holidays. The company's holiday year is from April to March.

As a member of the Future Yard family you will benefit from a range of bonuses, including: free entry to all Future Yard shows, training and social events, our cycle to work scheme, paid training, ongoing development opportunities and a brilliant range of staff discounts.

KEY RESPONSIBILITIES

- You will be responsible for the timely production of monthly management accounts, quarterly financial reports and annual statements.
- You will produce and present financial reports to the EMT/ Board and Finance Board Sub-Group, producing accounting records in accordance with UK accounting standards.
- You will support the annual budget setting process, providing financial forecasting and modelling scenario planning.
- You will be responsible for day-to-day financial management, actioning payments, monitoring cashflow and bookkeeping. You will monitor bank accounts and reconcile transactions, ensuring healthy liquidity.
- You will support monthly payroll with our HR Manager and process payments to staff and suppliers.
- You will support the process of annual budget setting and cashflow forecasting, creating dashboards to support variance analysis against budget on a monthly, quarterly and annual basis.
- You will lead on year end processes, supported by our external accountants, ensuring timely submission of statutory filings with HMRC and compliance obligations.
- You will have responsibility for all financial processes across Future Yard's programmes, projects and operations, documenting, implementing and process mapping them to improve effectiveness and efficiency.
- You will manage the financial returns, reporting and drawdowns for all grants, including our capital programme, acting as the principal point of contact for all finance queries.
- You will be responsible for financial areas of our Risk Register and all policies in relation to finance.
- You will develop, work within and constantly seek to improve Future Yard's established financial systems and workflows, to support operational delivery across our activities, ensuring they are effective and fit for purpose.
- You will be committed to achieving stated strategic priorities and always seek to deliver our activities on budget, in a cost effective and financially prudent manner.
- You will work closely with your colleagues across the organisation, embracing a collaborative, knowledge-sharing approach.
- You will have responsibility for all financial processes across Future Yard's programmes, projects and operations, documenting, implementing and process mapping them to improve effectiveness and efficiency.
- Future Yard is committed to CPD (Continuing Professional Development) and life-long learning across our team. New management team members will have the opportunity to undertake Future Yard's Management Training Programme and bespoke training opportunities.

This list is not exhaustive. You will from time to time be required to undertake tasks outside those described, in a manner which is reasonable.

THE IDEAL CANDIDATE

We are looking for an experienced finance professional to undertake this role at an important time in our organisation's development. Ideally you will have relevant experience within the music/creative industries, although candidates with transferable and appropriate experience from other sectors are also encouraged to apply.

We are looking for someone with a number of years of accounting experience, and a recognised professional accounting qualification (ACA/ACCA/CIMA, etc.).

You will be at the heart of a small, passionate team working in a fast-paced environment. We are looking for someone with excellent organisational skills, who can manage and prioritise their workload independently while communicating clearly and effectively with colleagues and clients.

A genuine passion for our work and synergy with our mission is essential.

Professional experience within the non-profit / charitable sector is not essential, but would be an advantage.

This is a leadership role within our organisation. You will have experience of managing a team and be driven to achieve your goals and objectives through collaboration.

We are looking for an individual who is passionate about the power of music to change people's lives and has:

- An appropriate level of financial experience
- ACA/ACCA/CIMA-recognised professional accounting qualification, or be working towards achieving one, or be able to demonstrate a track record of success in a comparable role
- An intimate knowledge of financial business processes and best practice
- Excellent organisational skills and an eye for detail
- A passion for the power of culture and a deep interest in music
- Great team working skills, flexibility and an appetite to continually develop
- You will be a well organised, disciplined self-starter

Representing Future Yard

As a member of our Leadership Group, you represent Future Yard both in your work and beyond. You are expected to uphold its values of inclusivity, creativity and community, ensuring that every interaction – whether on stage, in educational settings, or in daily life – reflects the ethos of Future Yard. Your actions, both online and offline, should positively contribute to the organisation's reputation, fostering an inspiring and welcoming environment for all. Read more about Future Yard's [**Mission + Values**](#).

APPLICATION PROCESS

Deadline:

12th December 2025 (10am)

Interview:

18th/19th December 2025

**PLEASE CLICK HERE TO
SUBMIT YOUR APPLICATION**

Future Yard takes its safeguarding responsibilities to children and vulnerable adults very seriously and is committed to providing a safe environment for all who walk through our doors. We expect all our staff and volunteers to share this commitment.

Applications must be made via the application form linked below. You will be required to input your personal details and then asked to complete the required information.

You will be asked to upload a CV and personal statement detailing how you are the perfect fit for the role. We will also ask you to complete an anonymous Equal Opportunities questionnaire once you have submitted your application.

If you require any support with this process, please contact recruitment@futureyard.org.

FUTURE YARD



Future Yard is a non-profit community music venue at the heart of Birkenhead, in Wirral. Our mission is to utilise music as a transformational opportunity, based on the founding principle that music can change the world. In our case, this means improving the lives of local people and utilising music as a force for good in our town. We deliver a range of training, artist development and community programmes alongside our high quality live events. We are keen to work with people who share our vision of a dynamic, community music venue and are driven to deliver excellence.

This is a unique opportunity to join the team at one of the UK's most exciting new music organisations. Since fully opening in the summer of 2021, we have played host to artists such as Nadine Shah, Anna Calvi, Gruff Rhys, OMD, Doves, Black Country New Road, Everything Everything, English Teacher, The Zutons, Nubiyah Twist, Shame, Melt Yourself Down, Dry Cleaning, The Coral, Bodega and many more, with a programme encompassing the best

in contemporary alternative, jazz, electronic and experimental music.

Our **Annual Impact Report** provides a thorough overview of our work and priorities.

and watch this

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