



January 2026

We are recruiting: FINANCE MANAGER

CONTEXT

We are recruiting for a Finance Manager to support the delivery of our bold ambitions within the Music in Health/care sector. This role is supported by our position as a National Portfolio Organisation (NPO) of Arts Council England (ACE). This role will sit alongside the roles of Chief Executive (FT), Training and Learning Manager (PT) and Marketing and Communications Manager (PT). Additionally you will interact with the Artistic Team and the Board at OPUS.

For further context and background to OPUS, please refer to the 'OPUS Music Brochure January 2026' document.

THE ROLE

Finance Manager (1 day per week or equivalent in hours)

- Maintaining up-to-date accounting records (bookkeeping)
- Working with the Chief Executive and other members of the Team to develop and monitor annual budgets
- Providing the Chief Executive and Board with quarterly management and other financial reports as required
- Ensuring that financial reporting is in-line with the requirements of funders, including Arts Council England
- Managing payments to Leadership and Artistic teams, along with other service providers
- Ensuring the timely delivery of invoices to, and payment from those in receipt of OPUS' services
- Liaising with the appointed external accountant as required

Additionally (dependent upon experience)

- Managing payroll for employed members of the Team
- Alongside the Chief Executive, regularly reviewing organisational policies and other finance-related governance

PERSON SPECIFICATION

Essential	Desirable
Experience	
Relevant experience within the non-profit sector	Previous administrative experience in the Arts
Administrative experience and track record	
Knowledge	
Knowledge of financial management processes within the non-profit sector	Knowledge of managing wide-ranging income streams including grant income from Arts Council England
Skills	
Excellent communication skills – verbal and written	
Ability to create positive working relationships with a wide range of individuals, organisations and stakeholders	
Proficient in Microsoft Office applications including Teams, Word, Excel and Outlook plus excellent literacy	Experience of Xero and BrightPay cloud-based packages
Personal Qualities	
Able to use own initiative as well as work within provided guidelines	
Self-starter, methodical, able to meet deadlines and manage own time effectively	
Access to computer, printer and telephone	
Strong ethics, including capacity for handling confidential data	
Equalities	
Understanding and commitment to equality, diversity and inclusion	

FEES

The role is offered on a flexible, self-employed basis, and at daily or hourly rates to be negotiated (to suit candidate's working arrangements), but not exceeding the equivalent of 1 day per week at £180 per day across 48 weeks of the year.

We may be able to offer some additional time for the role over the first three months subject to the successful candidate having capacity.

PLACE OF WORK

You will need to work from your own base and provide all facilities such as own computer, printer, broadband connection and telephone. No additional fees are available to cover costs associated with equipment/office base. This role may be delivered from anywhere within the UK, though we particularly encourage applications from people based within 50 miles of our administrative base near Alfreton, Derbyshire.

CONTRACT

The appointment will start **as soon as possible** with the role currently anticipated to run until (at least) 31 March 2028. The contract will include a 3-month probationary period, at the end of which either party may terminate the contract.

EQUALITY AND DIVERSITY

We warmly welcome applications from those who are significantly underrepresented in our organisation and sector, including disabled people, and individuals from LGBTQIA+, Black, Asian and Global Majority Communities. Anyone identifying as being from these communities and meeting the minimum criteria will automatically be offered an interview.

HOW TO APPLY

Please send a letter of application detailing what you think you could bring to OPUS (no more than 2 sides of A4), with an accompanying CV, including the names of two referees to nick@opusmusic.org. References will only be pursued after the conditional offer of a role.

Please direct any questions to Chief Executive Nick Cutts. You are very welcome to call or email to discuss a potential application.

nick@opusmusic.org

Tel: 07786 157515

Your application should arrive no later than **5pm on Friday 30th January 2026**.

We will inform candidates who have been shortlisted for interview on **Tuesday 3rd February 2026**.

Interviews will be held via MS Teams on **Friday 6th February 2026**.