

Finance Director

Candidate Information Pack

October 2026





The Royal Liverpool Philharmonic Orchestra deliver iconic video game soundtracks



In Harmony Liverpool Philharmonic musicians here on stage at the Phil



Soprano Sonya Yoncheva sings in Rusalka



Audiences at our Big Music Day Out



The Royal Liverpool Philharmonic Choir step into the spotlight

Chief Executive's Welcome

Liverpool is one of the world's great music cities: generous in spirit and known internationally for its creativity and civic pride. At its heart, Liverpool Philharmonic brings people together through the power of music. The Philharmonic Hall and Royal Liverpool Philharmonic Orchestra serve as cornerstones of the city's cultural life. The music making opportunities we offer in schools, hospitals and other community settings bring joy, hope and connectivity across the city region.

As Liverpool's largest music employer, the economic and social impact of our work is significant. We are one of the largest Arts Council England National Portfolio organisations in the North West and we generate 60% of our turnover through earned income. As we approach our 190th anniversary, we are seeking a new Director of Finance who will build on our current strengths and opportunities to shape an exciting next chapter which will include a new capital development, a focus on reaching new audiences and an ongoing commitment to our award-winning programmes in music, well-being and learning which recently received a £3.5m Paul Hamlyn Foundation endowment grant.

This is a rare opportunity for a highly accomplished financial professional to combine commercial and strategic leadership with a genuine passion for enabling artistic excellence, social impact and a resilient future for our wide-reaching work. The Finance Director role calls for someone who is highly organised, focused and recognises the benefits of cross departmental collaboration; someone who will draw on experience within the wider organisation and propose new perspectives while bringing people together around good governance and shared processes for financial planning in a multi-faceted organisation. You will provide strategic financial leadership and support informed decision-making, ensuring that our resources are aligned with our



ambitions and priorities. You will work closely with me, the Board, and colleagues across the organisation to deliver strong governance and meaningful organisational impact.

Beyond technical excellence, we are looking for someone who shares our values and is committed to building trusted relationships, ongoing improvement, and achieving the best outcomes for the people and communities we serve. You will be joining a dedicated team of talented professionals who are passionate about making a difference and supporting one another to succeed.

We hope you will be interested in discussing this opportunity with us. We look forward to learning more about you and what you could bring to our organisation.

Vanessa Reed,
Chief Executive, Liverpool Philharmonic

About Royal Liverpool Philharmonic

Liverpool Philharmonic is one of the most ambitious and significant music organisations in the UK, in one of the world's greatest music cities.

First established in 1840, we've been at the centre of Liverpool's cultural life for generations. As a cultural anchor and global ambassador for Liverpool, it's our mission to create powerful, shared music experiences that uplift the spirit and stay with audiences long after the final note fades away.

At our heart is the Royal Liverpool Philharmonic Orchestra, the UK's oldest continuing professional symphony orchestra. Our home is the historic Art Deco Liverpool Philharmonic Hall and it's there, alongside our smaller Music Room, that we host over 400 concerts and events each year, connecting Liverpool

to the world and ensuring we continue to inspire and grow as a UNESCO City of Music.

Rooted in the city, we're committed to providing musical experiences that reach far beyond our venues. Every day we head out into Liverpool, filling schools, hospitals, community spaces and thousands of lives with music. Our learning and wellbeing programmes are recognised as leaders in their field, benefiting more than 130,000 local people each year.

Looking to the future, we're collaborating with the next generation of artists and audiences to ensure Liverpool continues to thrive as a magical place that has music in its DNA. This includes working with exciting new voices, commissioning new works, backing homegrown talent and providing pathways for artists of all backgrounds who are making their way into the music industry.



In 2025, the Orchestra presented **116 concerts** to over **80,000 people** and released 6 albums. Our orchestra's music was streamed on Spotify almost **32 million times** by more than **8 million people**.

More than **400,000 people** engaged with our work across concerts, events and activities.

Working across more than 45 health and community settings, we reached **5,000 NHS patients and service users**.

Our Orchestra, Choir and Ensembles

The **Royal Liverpool Philharmonic Orchestra** is a cornerstone of Liverpool's vibrant cultural life. Led by a family of world-class conductors, including our Chief Conductor Domingo Hindoyan, the Royal Liverpool Philharmonic Orchestra gives over 100 performances each season. We regularly share the stage with superstar guest soloists and take Liverpool's sound around the world through sell-out BBC Proms performances, extensive tours and acclaimed recordings.

The **Royal Liverpool Philharmonic Choir** is an auditioned adult symphony chorus. Comprising over 100 singers from across the Northwest region, the Choir was founded in 1840 alongside the Royal Liverpool Philharmonic Orchestra, with the aim of complementing the Orchestra in performances across the nation. The Choir is led by Matthew Hamilton, who was appointed as Director of Choirs and Singing in October 2023.

Liverpool Philharmonic's 10:10 is a contemporary music group – a flexible and rotating collective of musicians from our Orchestra. Taking on the surprising and the exciting, delivering boundary-pushing works and renowned modern classics, each 10:10 performance is a curated showcase of today's contemporary music scene and places a particular emphasis on local talent.

The Orchestra's musicians also perform solo and ensemble recitals in our Music Room Lunchtime and Close Up concert series. Ensembles made up of our orchestral musicians include Equilibrium String Quartet, Klezmer-ish and Bromborough String Quartet.



Recordings

The Orchestra has made a truly impressive collection of recordings – releasing albums featuring works by Beethoven, Vaughan Williams, Tchaikovsky and Bruckner, music from opera, vibrant works from the Americas, and much more besides. We've received stellar reviews in the press, been recognised with Gramophone Classical Music Awards, Royal Philharmonic Society Awards, a BBC Music Magazine Award, and are frequently played on BBC Radio 3 and Classic FM. You can explore our recordings [here](#).

Learning and Community Engagement

We're the driving force behind some of the UK's widest-reaching and longest-running music-based youth and community engagement programmes. Through projects such as [In Harmony Liverpool Philharmonic](#) and our [Music & Health](#) work, more than 130,000 people access music through activities, performances and award-winning partnerships with the NHS, schools and community organisations – giving everyone the chance to develop their passion for music and shape the future of the city region. [Find out more about our learning and health programmes here.](#)

In 2025 our award-winning In Harmony and Youth Company programmes provided life-changing opportunities for over **2,300 young people**.

We made a national economic contribution of **£70m** and almost **£30m** in social impact.

The Organisation

Our work is delivered by a team of 300, ranging from professional musicians to our front-of-house staff. Our turnover is approximately £16.1m per annum. We're one of Arts Council England's largest National Portfolio Organisations and receive significant financial support from Liverpool City Council as the city's largest music sector employer. Around 60% of our income is generated through ticket sales, the venue and other earned income, and we attract around £5.6m through fundraising.

We're committed to increasing the representation and inclusion of diverse communities in our work, team and audiences because we are open to multiple perspectives within, across and beyond our organisation and we believe that artistic quality grows when we recruit from a diverse talent pool.

Liverpool Philharmonic is both a company limited by guarantee and a charity. The Chief Executive is accountable to the Board, which is led by Chair Louise Shepherd CBE (the NHS Regional Director for the North West) and approves the strategic and business plan framework for the organisation.

For more information about Liverpool Philharmonic, visit our [website](#) or [read our latest Annual Review here](#). You can also follow the links to our latest published [Annual Accounts here](#).



Equal Opportunities Statement

We champion fairness and inclusion throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We want to ensure that everyone feels welcome and everyone can thrive, regardless of who they are and where they are from.

Everyone should feel they belong and so we're committed to developing a more diverse workforce, welcoming applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from disabled people, people from the global majority, and people from working-class communities, as these groups are underrepresented in the creative industries.

If you require any adjustments to the recruitment process, please let us know.

Job Specification

Finance Director

Organisation: Royal Liverpool Philharmonic

Location: Liverpool, UK

Reports to: Chief Executive

Salary: Competitive, commensurate with experience.

Contract: Full -time, permanent, with an opportunity to attend concerts and events at Liverpool Philharmonic Hall.



Principal Role

The Finance Director is a key leadership role responsible for the financial strategies, systems, reporting, and governance that enable Liverpool Philharmonic to sustain and grow its activities as a leading national music organisation.

Working closely with the CEO and Executive Team, the Finance Director provides strategic leadership across finance, governance, risk, compliance, systems and organisational assurance, and has oversight of IT. The Finance Director also acts as Company Secretary ensuring compliance with charity law, company law, financial and taxation regulations. This role supports artistic ambition by ensuring robust financial planning, overseeing venue and programme operations costs, optimising income streams, devising financial strategies for capital investment projects, managing investments and enabling effective financial decision-making across the organisation.

Responsibilities and duties

Financial Strategy & Leadership

- Lead the development and delivery of long-term financial strategy aligned with organisational vision and strategic objectives
- Ensure that the Society's finances, governance, and IT are managed efficiently and effectively.
- Lead optimisation of commercial revenue from venue operations (ticketing, hires, F&B, retail, events) in collaboration with Head of Programme and Events (Hall) and COO
- Provide financial modelling, scenario planning, and strategic analysis to support Board and Executive decision-making.
- Champion a culture of financial accountability, collaborative working and efficiency across the organisation.
- Maximise the benefit of applicable tax legislation including Orchestra Tax Relief.
- Lead and develop a strong, coordinated and effective Finance team and any other staff employed to support contract management, IT and governance.
- Support development team with financial analysis for bids, grants, and donor reporting including major public funders.
- Identify opportunities for earned-income growth

and operational efficiencies.

- Lead financial management of new projects and the development of company structures.

Financial Management and Control

- Ensure the timely presentation of accurate, detailed management information as required by the CEO and Audit & Performance committee, funders, auditors, and regulatory bodies.
- Manage, in association with the Chief Executive, the preparation of the Society's Business Plan and associated budgets and financial plans.
- Maintain robust internal controls, financial policies, and procedures in all key areas.
- Lead the annual external audit and preparation of statutory accounts.
- Establish, manage, control and monitor, income and expenditure targets.
- Identify and implement actions needed to realise agreed financial and performance objectives.
- Take responsibility for cash and balance sheet management.
- Manage all year-end, monthly and quarterly accounts preparation, and financial reporting to the Board, and the Executive Team.
- Be responsible to the Board, Chief Executive and fellow executive team members on all aspects of the Society's financial, tax and asset management
- Oversee all PAYE, VAT, charitable, funding, and other returns in compliance with all HMRC rules and regulations.
- Manage the relationship with the Society's bank, auditors, key suppliers and investment advisors.
- Advise on organisational efficiency and economy, and manage the implementation of controls, contracts and services.
- Manage the Philharmonic's investment portfolio and funder relationships with support from external advisors.
- Oversee the financial obligations of the arrangements including defined benefits scheme.
- Develop and manage an entrepreneurial and customer focused approach to all aspect of the Society's business.

Governance, Risk & Compliance

- Act as Company Secretary to the Board and its committees.
- Ensure compliance with charity law, company law, financial regulations, taxation regulations and Arts Council/funder requirements.
- Organise AGM meetings, preparing agendas and circulating papers in collaboration with the CEO.
- Oversee organisational risk management, including financial, operational, and strategic risks.
- Ensure UK Data Protection compliance policies are in place and updated.
- Maintain and ensure compliance with our Memorandum of Association, Articles of Association and Standing Orders.
- Lead on procuring and managing all relevant insurance policies including governance, buildings, musical instrument insurance, public liability, directors' liability, vehicles.
- Act as Deputy Chair of Health and Safety Operations.

Leadership & People Management

- Contribute to an inclusive, positive organisational culture aligned with the values of our organisation.
- Provide direction, motivation and purpose to the Finance Department's staff
- Create a culture that supports the development of staff and seeks continuous improvement in the quality of the Philharmonic's services.
- Collaborate with artistic, production, operations, marketing, and development teams to embed strong financial planning into all activities.
- Promote cross-departmental understanding of financial performance, risks, and opportunities.
- Ensure that the Finance Department's members of staff are the subject of regular supervision, individual review and appraisal.

Communications and IT

- Ensure effective and constructive communications internally between the finance and IT departments and other staff of the Society.
- Act as a key adviser to the Board of the Society and the Director/Trustees of Liverpool Philharmonic Hall and Events Ltd, and other associated trusts and companies, committees and working groups.
- Oversee and co-ordinate the exploitation and

development of new technologies for information and communication purposes, contract management, purchasing policy, cost and risk management.

- Oversee cyber security, information security and protection arrangements, ensuring risks are identified, managed and reported appropriately.
- Oversee the adoption and governance of Artificial Intelligence (AI) technologies, ensuring their safe, effective and compliant use across the organisation.

External Links

- Develop new and existing relationships and partnerships with the Society's bank, funding partners, pension advisers, suppliers, contractors and IT partners.
- Manage reporting on finance, human resources, capital investment, and IT to external funding agencies, local authorities, sponsors and other stakeholders
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirements of Liverpool Philharmonic.

Person Specification

Experience:

- A recognised accounting qualification with Diploma in Charity Accounting (preferable) or similar.
- Proven experience as a Finance Director, or senior financial leadership role.
- Strong understanding of financial principles, regulations, and best practices.
- Excellent leadership and management skills.
- Strategic thinking and problem-solving abilities.
- Ability to communicate complex financial information effectively to stakeholders.
- Proficiency in financial analysis tools and software.
- Integrity, professionalism, and ethical behaviour in financial management.
- To ensure in every aspect of this role, your work aligns with our values:
 - ✓ We do our best work together
 - ✓ We care for each other
 - ✓ We're open & curious
 - ✓ We're brave & try new things
 - ✓ We have fun
- Commitment to Equity, Diversity, Inclusion and Belonging, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player
- To work with others or who may have views / personal opinions different to your own

Knowledge, skills and competencies:

- Work well under pressure
- Ability to work independently under own initiative, including to organise and prioritise tasks/multitask where necessary
- Excellent communication skills; written, verbal.
- familiarity with Outlook, Word, Excel, PowerPoint and network or PC based database and communications software, including relevant AI applications.
- Strong level of attention to detail
- Ability to act with discretion, diplomacy and tact in complex organisational and political contexts are essential
- Awareness of equal opportunity and diversity principles within the context of the role
- Able to apply critical thinking to resolve problems and challenges
- Ability to remain calm particularly when working to demanding deadlines

We know that we could miss out on incredible talent joining Liverpool Philharmonic because someone might not see themselves in every single one of the person specification criteria. Do not be put off if you feel you do not tick all of the boxes – if you think you could be great for this role, please apply anyway.

Personal style and behaviour:

- To be guided by our vision of a connected and hopeful world for everyone
- To have enthusiasm and commitment to Liverpool Philharmonic's mission to create powerful music experiences that bring people together.

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.

Terms and Conditions

Salary: Competitive, commensurate with experience.

Place of work: Liverpool Philharmonic Hall with hybrid working options.

Holidays: 26 days per annum plus statutory bank holidays.

Other Benefits

Pensions: Access to a Group Personal Pension Scheme, with an employer contribution of 4.75%

Training and Development: We offer a dedicated training and development fund to support the growth and progression of our employees.

Health Cash Plan: Following two years' service you will have access to a health cash plan with an external supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Discounted Staff Parking: Access to reduced price parking (subject to availability) in car park operated by Liverpool Philharmonic for employees who choose to drive in to work.

Rail services: Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months.

Cycle to work: Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

Flexible Working: Working from home policy available to members of the team where the role allows. Further information is available.



How to apply

To apply, please send a CV and a covering letter stating why you think you are suitable for this role to our recruitment consultant Laura Brown, Resourcery Group at laura.brown@resourcerygroup.com. Letters should be no longer than two pages. All applications will be acknowledged.

The deadline for applications is 5pm on Friday 27 November 2026

If you would like a confidential conversation about the role, please contact Laura Brown via email at laura.brown@resourcerygroup.com. If you require any access support or reasonable adjustments at any stage of the recruitment process, please contact Laura using the email address above.

Equality, Diversity and Inclusion (EDI) Monitoring

Collecting EDI data helps us accurately build a picture of the makeup of our workforce. We use this information to:

- Understand where we're doing well and where we may need to do more to remove barriers
- Make sure our work reflects and serves the needs of the Liverpool City Region and our communities.

As part of your submission, please complete our EDI monitoring form: [Equality, diversity and inclusion \(EDI\) monitoring – Fill out form.](#)

The information you give plays no part in the selection process. Your individual responses are not visible to managers, or decision makers.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



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liverpoolphil.com

Liverpool Philharmonic is funded by



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



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