



National Youth Jazz Orchestra

5 Vigo Street
London W1S 3HB

www.nyjo.org.uk | info@nyjo.org.uk | 020 7494 1733

NYJO, Finance Trustee

The National Youth Jazz Orchestra Limited (NYJO) is seeking to appoint a new finance trustee.

About NYJO

NYJO was founded in 1965. From a single jazz orchestra of young professional musicians, NYJO has grown to be a multidimensional organisation, working in jazz education at all levels all around the country, as well as offering alternative routes for young musicians to feel supported and empowered in their pursuits. Having grown rapidly over the last decade to become the UK's leading jazz educator, NYJO has an ambitious, but realistic plan, to double its activity level in the next 5 years, and to become a national jazz organisation operating in a variety of new and exciting ways.

NYJO is a registered national charity and one of the Arts Council England's national portfolio organisations.

More background about NYJO is set out in Annex 1.

Background

This vacancy has arisen due to the ill health of the current finance trustee. The appointee would initially work alongside the existing finance trustee but would be expected to take over after a handover period (to be mutually agreed).

Location

The role is virtual, with no specific location. However, NYJO's office is located in Central London and the appointee is likely to need to visit the office and attend set meetings relating to board, budget and finance responsibilities.

Remuneration

In accordance with charity commission standard practice, the finance trustee role is not remunerated although reasonable expenses will be reimbursed.

Patron His Royal Highness The Earl of Wessex KG GCVO
Honorary Vice Presidents Baroness Amos CH, Guy Barker MBE, Lord Coe, Lord Colwyn,
Dame Cleo Laine, Anthony Male CMG, Kelvin Hopkins MP
Life President and Founder WMA Ashton OBE MA DipEd (Oxon) FCLCM
Executive Chair Nigel Tully MBE MA (Oxon) FBCS C.Eng
Music & Artistic Director Mark Armstrong BA Hons LGSM
Vat No. 224990549 Reg No. 1334250 (England & Wales) Charity Reg. No. 274578



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Role Description

The role exists to safeguard the organisation's finances and oversee all aspects of financial management.

A full description of the roles can be found in Annex 2.

Board Responsibilities

The finance trustee sits on the NYJO board. In addition to the specific finance responsibilities, the Finance Trustee will be expected to play a full role as a board director and trustee in accordance with charity and company regulations and governance best practice, ensuring:

- NYJO complies with its articles and objects, charity law, company law, and any other relevant legislation or regulations
- NYJO is provided with strategic direction setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- NYJO's financial stability, reputation and values are safeguarded at all times

Financial Dimensions

NYJO has a current annual turnover of approximately £ 650,000, which it aims to grow to approximately £1.5 M by 2025.

Because NYJO's annual turnover is presently less than £1 million, the accounts are subject to independent examination rather than formal audit.

Time Commitment

The current incumbent combines the roles of Finance Trustee and hands on Executive Finance Director. The appointee will initially need to perform both roles but is expected to undertake an early review in conjunction with the Executive Chair to make appropriate recommendations to the Board relating to: the future finance organisation, structure, roles, resources and governance.

The level of time commitment required will vary depending on the outcome of the finance review. The current role takes approximately 6 days a month (on average). This could be reduced depending on the time the appointee is willing and able to commit and be formally altered in alignment with actions agreed from the finance review. Applications are welcome from individuals who are able to devote between 5 and 8 days a month, and your cover letter should state clearly the amount of time you can commit to the role.

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Trustees are expected to attend all board meetings and an annual 'Away Day'. Board meetings are held four times a year.

Reporting

The role is accountable to NYJO's Executive Chair, Nigel Tully, MBE. A restructuring is planned in 2021 to split this role, with Nigel remaining as Chair and a new paid CEO reporting to him, after which the Finance Trustee role will be accountable to the Chair. There is currently a close partnership between Nigel and the Finance Trustee, and this is expected to continue.

Experience Profile

Required

- UK chartered, certified or similar accounting qualification
- Previous board level experience
- Professional experience either as an accountant in private practice and/or a finance director
- Willingness and ability to devote the necessary time commitment (see above)
- An interest in the performing arts

Advantageous but not essential

- Experience of charity finance and Charities SORP
- Charity board experience, ideally of a fast-growing charity meeting a national need

Personal Profile

Required

Like all trustees, the finance trustee must have:

- integrity
- strategic vision
- good, independent judgement
- a willingness to speak their mind
- an ability to work effectively as a member of a team
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship



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Application Process

Candidates should send a personal cover letter and CV by 15 April to Nigel Tully's personal email address: nigeltully@darkblues.co.uk. They are welcome to arrange an informal telephone discussion prior to applying if they wish by emailing. Short listed candidates will be invited for interview which are expected to take place in central London in the week of 20 April.

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