



APPLICATION PACK

Finance & Operations Director

Senior Management Team · 28 hours across four days per week

Raw Material is a vibrant creative music and media charity and Arts Council National Portfolio Organisation, based in the heart of Brixton.

From our purpose-built centre - with professional music studios, production suites and rehearsal spaces - we support young people and adults aged 11-70 to explore their creativity, develop their talents and improve their wellbeing. We work closely with communities across South London, with a particular focus on people experiencing mental ill health.

We are now looking for an experienced and collaborative Finance & Operations Director to join our Senior Management Team and help shape the next stage of Raw Material's development.

This is a pivotal role at an exciting time for the organisation. We have recently completed a major refurbishment of our centre, our programme portfolio and partnerships are growing, and we are ambitious about the future. You will work closely with the CEO, Treasurer, Board and wider team to ensure that Raw is financially sustainable, well governed and operationally resilient.

You will lead our financial strategy, budgeting, forecasting, management reporting, financial controls and funded-programme finance, while also providing proportionate leadership across governance, people systems, risk, contracts and organisational operations.

As a small and close-knit charity, we are looking for someone who enjoys working at both strategic and practical levels: someone who can help trustees and colleagues understand the bigger financial picture, while also being comfortable getting into the detail and making sure things happen.

You may already have experience in the charity or creative sectors, but this is not essential. We welcome candidates from other sectors who can bring strong transferable experience, sound judgement and a genuine connection with Raw's purpose. We value practical expertise and leadership ability over any particular accountancy qualification.

Why Join Us?

At Raw Material, you will be part of a passionate, diverse and supportive team using creativity to enrich lives and strengthen communities. This is an opportunity to play an influential role in a much-loved South London organisation and help build strong foundations for our next chapter.

You Will Gain:

- Generous leave entitlement, including birthday and wellbeing leave.
- Employer pension contributions.
- Investment in your health, wellbeing and professional development.
- A collaborative, inclusive and supportive working environment.



Dear applicant

Thank you for your interest in joining Raw Material as our Finance & Operations Director. This is a new senior role, created to strengthen our financial leadership and organisational resilience at an important point in Raw’s development.

This application pack contains

- Job advert
- Role description
- Person specification

How to apply

Please send the following to recruitment@rawmusicmedia.org:

- Your current CV.
- A covering letter of no more than two pages explaining your interest in the role, how your experience meets the person specification, and what you would bring to Raw Material.
- A completed Equal Opportunities Monitoring Form. This will be separated from your application and will not be shared with the selection panel.

We particularly welcome applications from people from culturally diverse backgrounds and from candidates whose lived experience reflects the South London communities we serve.

Key dates

Closing date	Mon 7 September 5pm
Interviews	Wed 16 September (pm) with 2 nd interview tbc
Preferred start date	From October 2027

If you would like an informal conversation about the role before applying, please contact **Rachel Nelken**, Chief Executive Officer, via recruitment@rawmusicmedia.org



JOB ADVERT

Finance & Operations Director

£45,000–£50,000 FTE (£36,000–£40,000 actual) · 28 hours across four days · Brixton

Raw Material is a Brixton-based creative hub and Arts Council National Portfolio Organisation. We are a music, media and technology centre supporting young people and adults to explore creativity, develop skills and improve wellbeing.

We are looking for an experienced finance professional to join our Senior Management Team and provide confident financial and organisational leadership. Working closely with the CEO, Treasurer and wider Board, you will lead budgeting, forecasting, management reporting, financial controls, funded-programme finance, risk and the year-end process. You will also provide proportionate leadership across people systems, governance, contracts and organisational operations. This is a senior role, but it is also genuinely hands-on.

Alongside this, we are looking for someone who will thrive on helping to lead the operations of a busy, vibrant cultural centre, ensuring that the systems, people, contracts and resources underpinning our programmes, studios, building and events work smoothly, safely and effectively.

You will provide oversight of health and safety, compliance, organisational risk and business continuity, working closely with the colleagues and external specialists responsible for day-to-day delivery. This is a senior role, but it is also genuinely hands-on.

The right person for this role:

- has strong financial leadership and practical management-accounting experience in a small or medium-sized organisation
- can explain financial information clearly to colleagues and trustees, helping them understand the organisation's position, risks and options;
- moves comfortably between strategic thinking and detailed delivery
- brings sound judgement, integrity, curiosity and a collaborative approach;
- cares about Raw's purpose and the communities we serve; and
- enjoys being part of a close-knit team and is happy to roll up their sleeves and get involved in Raw's gigs, events and wider organisational life.

Direct charity-finance experience would be useful, but it is not essential. We welcome applicants from other sectors who can demonstrate transferable experience of multiple income streams, projects, contracts or cost centres. We are not looking for a particular accountancy qualification; relevant experience, practical expertise and the ability to fulfil the role are what matter.

We welcome applicants from diverse backgrounds and especially encourage applications from those who reflect the lived experiences of the South London communities we serve.



Role at a glance

- Permanent role
- 28 hours per week across four days; 3 days in office (minimum 21 hours) one optional WFH
- Based at Raw Material, 2 Robsart Street, Brixton, London SW9 0DJ
- 22 days' annual leave plus bank holidays, pro rata
- Occasional evening or weekend work may be required; time off in lieu applies



ROLE DESCRIPTION

Finance & Operations Director

Senior Management Team · four days per week

Reports to	Chief Executive Officer
Hours	28 hours across four days per week (0.8 FTE); exact days to be agreed
Salary	£45,000–£50,000 FTE (£36,000–£40,000 actual), dependent on experience
Contract	Permanent
Location	Raw Material, 2 Robsart Street, Brixton, London SW9 0DJ
Annual leave	22 days plus bank holidays, pro rata
Line management	Insight and Impact Officer, Operations Assistant



About Raw Material

Raw Material is a Brixton-based creative hub and Arts Council National Portfolio Organisation. We are a music, media and technology centre supporting young people and adults to explore creativity, develop skills and improve wellbeing. We deliver a growing portfolio of funded programmes, work with a range of partners and funders, and manage our own building and studios.

The role

The Finance & Operations Director will provide senior financial and organisational leadership at an important point in Raw's development. As a member of the Senior Management Team, the postholder will work closely with the CEO, Treasurer, wider Board and colleagues to ensure that Raw is financially sustainable, well governed and operationally resilient. Given the size of Raw, this is both a strategic and genuinely hands-on role.

Key relationships

- Chief Executive Officer and Senior Management Team
- Treasurer, wider Board of Trustees and relevant Board committees
- Carpenter Box, Raw's external accountants
- Budget holders and programme leads across Raw
- Funders, consortium partners, auditors, accountants and other professional advisers
- Facilities colleagues, wider operational staff and external suppliers

Key responsibilities

1. Strategic financial leadership

- Lead Raw's financial strategy and contribute fully to organisational strategy, business planning and decision-making as a member of SMT.
- Develop annual and multi-year budgets, forecasts, cash-flow projections and scenario plans, making risks, choices and implications clear to the CEO and Board.
- Advise on financial sustainability, reserves, investment in capacity and the affordability of new opportunities.
- Provide constructive challenge and support to SMT and budget holders, helping colleagues take informed financial decisions.
- Maintain a strong overview of unrestricted and restricted income and ensure resources are deployed in line with Raw's strategy, charitable purpose and funding obligations.

2. Financial management and control

- Maintain effective financial controls, delegated authorities, policies and procedures that are proportionate to Raw's size and complexity
- Ensure accurate and timely bookkeeping, reconciliations, management accounts, payroll information and financial records.
- Oversee cash flow, banking, payments, income, debtors, creditors and appropriate separation of duties.
- Lead the year-end process, working with external accountants and auditors on statutory accounts, independent examination or audit and regulatory submissions.
- Ensure compliance with charity and company law, tax requirements, pensions and other relevant financial regulation, taking professional advice where needed.
- Identify opportunities to improve systems, automate routine processes and strengthen the quality and accessibility of financial information.
- Personally undertake routine finance administration where required, including processing and checking transactions, maintaining records, preparing payment information and resolving queries.

3. Funded programmes and partnerships

- Lead the financial management of Raw's portfolio of restricted projects, including complex multi-year and consortium-funded programmes.
- Work with programme and fundraising colleagues to develop robust budgets for funding applications, contracts and partnership proposals.

- Monitor spend, commitments, match funding and cost recovery against individual funding agreements, identifying variances and corrective action early.
- Provide accurate financial information for funder reports, claims, partner payments and audits, ensuring a clear evidence trail.
- Support negotiations with funders and partners where budgets, delivery plans or allocations need to change.

4. Board, governance and risk

- Provide clear, concise and insightful financial reports to the Board and relevant committees, working closely with the CEO and Treasurer.
- Support trustees to understand Raw's financial position, key assumptions, risks and decisions requiring their oversight.
- Lead the organisational risk-management framework and ensure that financial and operational risks have clear owners and mitigations.
- Own the governance calendar and ensure that key organisational records, policies, contracts, registers and statutory filings are complete and up to date.
- Act as secretary for Raw's annual Board and committee meetings (generally eight).
- Coordinate with the CEO and Co-Chairs to ensure agendas and papers are prepared on time and that minutes, decisions, registers and follow-up actions are accurate and properly maintained.
- In the medium/long term consider whether secretarial services should be outsourced.

5. People and organisational operations

- Oversee payroll, pensions, employee benefits and core HR systems, ensuring accurate records and compliant processes.
- Personally maintain core HR and operational administration, including staff records, contracts, policy logs, supplier information and other organisational documentation.
- Support the CEO and managers with recruitment, contracts, onboarding, performance processes, staff wellbeing and policy implementation, drawing on external HR advice when needed.
- Lead the development, review and implementation of organisational policies, working with the CEO, SMT and specialist advisers where appropriate.
- Identify and coordinate staff training arising from Raw's policies, legal duties and organisational priorities, ensuring colleagues understand both the requirements and how they apply in practice.
- Lead organisation-wide operational planning and continuous improvement, making responsibilities, systems and decision-making clearer and more efficient.

- Oversee procurement, insurance, key suppliers and contracts, securing value for money and managing organisational risk.
- Maintain strategic oversight of IT, data protection, cyber security and business continuity, while working with colleagues or suppliers responsible for day-to-day delivery.
- Work closely with the colleague responsible for facilities, without absorbing routine building management, to ensure that premises risks, contracts and compliance are appropriately managed.
- Line-manage and support the Impact and Insight Officer and Operations Assistant with their organisational roles and their own development and wellbeing.

6. Leadership and culture

- Model Raw's values and contribute to a collaborative, inclusive and accountable organisational culture.
- Bring calm judgement, discretion and a solutions-focused approach to complex or sensitive issues.
- Build financial confidence across the organisation by explaining information clearly and supporting colleagues rather than acting only as a gatekeeper.
- Contribute flexibly to Raw's wider leadership and development, recognising the interconnected nature of roles in a small charity.
- Play an active part in the life of Raw, including attending and pitching in practically at occasional gigs and events—for example, welcoming people or helping the team where needed.
- Take responsibility for safeguarding and health and safety within the scope of the role and follow all Raw policies and procedures.

Person specification

Essential experience and knowledge

- Substantial experience leading or managing finance in a small or medium-sized organisation with multiple income streams, projects, contracts or cost centres.
- Strong practical knowledge of management accounting, budgeting, forecasting, cash flow, financial controls and year-end processes.
- Experience producing management information and presenting financial issues clearly to senior leaders, trustees and non-finance colleagues.
- Experience contributing to organisational strategy and translating plans into realistic budgets, systems and decisions.
- Experience of year-end accounts, audit or independent examination and working effectively with external accountants or auditors.
- Experience managing operational risk, policies, contracts and compliance in a small or medium-sized organisation.
- Working knowledge of HR administration, payroll and people processes, with the judgement to know when specialist advice is required.
- Experience improving systems and processes while continuing to deliver accurate day-to-day work.
- Experience developing and implementing organisational policies and coordinating relevant staff training.
- Experience managing a colleague, supplier or outsourced professional service and holding them accountable for effective delivery.
- A demonstrably hands-on approach and willingness to complete routine finance, HR, governance and operational administration without dedicated support.

Essential skills and approach

- Commercially and financially astute, with excellent analytical skills and attention to detail.
- Able to move confidently between strategic thinking and hands-on delivery.
- Clear, persuasive and accessible communicator, including with people who are not finance specialists.
- Strong judgement, integrity and discretion, with the confidence to challenge constructively.
- Well organised and able to prioritise across competing deadlines without losing sight of longer-term goals.
- Collaborative, pragmatic and committed to enabling others to do their best work.

- A strong team spirit and a genuine willingness to roll up their sleeves, help colleagues and get involved in occasional gigs, events and practical tasks.
- Commitment to equity, inclusion, safeguarding and Raw's charitable purpose.

Experience rather than formal qualifications

- No particular accountancy qualification is required. Candidates must instead be able to demonstrate the depth of financial leadership, technical understanding and practical experience needed to fulfil the role.

Desirable

- Direct experience of charity finance, including restricted funds, funder reporting, charity accounting requirements and working with trustees.
- Experience of multi-partner or consortium programmes and complex grant-funded delivery.
- Experience in the arts, music, youth, mental-health or creative-health sectors.
- Experience of premises, IT, data protection, cyber security or organisational change.
- Experience line-managing and developing staff.