

Royal Northern College of Music

Candidate Pack

Vacancy: Financial Analyst

Reference No: 2526-13

Closing Date: 12 Noon, Monday 2 March 2026

Interview Date: Wednesday 18 & Thursday 19 March 2026

RNCM

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Financial Analyst

Department: Finance

Responsible to: Director of Finance

Overall Purpose of the Job

To support the Director of Finance to to analyse the financial performance of the College, producing information that offers insight into current activities and assesses the viability of new activity, leading to improved College financial performance.

Key Responsibilities, Accountabilities or Duties

- Lead annual College business planning process, ensuring engagement and support of all budget holders.
- Preparing in-year and longer-term forecasts of financial performance
- Preparing Committee papers to ensure that excellent financial governance is maintained
- Financial analysis, including but not limited to Going concern analysis, Financial scenario modelling, Financial risk analysis, etc
- Student number planning, working with heads of academic departments and Registry
- Undertaking research and developing proposals for unregulated fees
- Review and reporting of College functional performance
- Course costing, new course assessment, and evaluating efficiency proposals
- Providing a financial overview of Commercial activities and supporting the Commercial Group
- Monitoring of capital budgets and forward capital plans, and capital spend reporting
- Working with the Director of Finance (Management Information) to provide accurate and meaningful financial reporting and support to budget holders.
- To provide an excellent service to Executive and budget holders in matters of financial analysis
- To support other members of the Finance team during peak workloads (such as year-end) as required

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Substantial experience in a similar role providing financial planning and analysis	E	Application Form/Interview
Experience of a regulated organisation and formal financial governance processes (including reporting to a Finance Committee or similar)	E	
Course or product costing techniques	E	
Experience of leading business planning and budgeting	E	
Experience of Financial forecasting and risk and scenario modelling	E	
Experience in a higher education environment	D	
Experience of pricing decisions	D	
Experience of working with internal and external auditors	D	
Experience of TechOne Accounting system	D	
Skills		
Microsoft Excel advanced, including pivot tables, data manipulation, charts	E	Application Form/Interview/Test
Financial report writing; using computer report-writing functionality	E	
Ability to communicate financial information to non-financial colleagues in both written and verbal formats	E	
Use of Microsoft Word	E	
Use of AI to enhance content, format and speed	D	
Use of Microsoft Powerpoint	D	
Knowledge		
Higher Education Regulatory processes	D	Application Form/Interview
Charity accounting	D	
Qualifications		
CCAB qualified	E	Application Form
Training in report-writing in finance systems	E	
MBA	D	

Summary of Terms and Conditions	
Salary	Grade 8b, SCP 40 to 43, £51,753to £56,535 per annum.
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme

Issued by: Deborah Harry, Director of Finance

Date of issue: January 2026

About Us

The RNCM

The Royal Northern College of Music (RNCM) is one of the world's most progressive conservatoires. Located in the heart of Manchester, UK, the RNCM is now home to over 950 students from more than 60 countries and enjoys the Royal Patronage of His Majesty The King. We're also a vibrant live music venue, offering unparalleled opportunities for students to perform to public audiences and to work alongside professional musicians and visiting artists.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music – the UK's first four-year degree in this genre. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

In 2024 and 2025, we have been positioned number five in the QS World University Rankings for music, and we're currently ranked number 10 globally for performing arts. We were rated Gold in the 2023 Teaching Excellence Framework and are the recipient of six Times Higher Education Awards, two Greater China Awards, a Global Teaching Excellence Spotlight Award, and two Heist Awards.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.

The Department

Responsible for all aspects of the College's finances. This includes budgeting and forecasting, management accounts, supplier payments, staff payroll, taxes, accounts receivable, regulatory and OfS financial returns.



Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.