



Out of the Ark Music

RECRUITMENT PACK



FINANCE & OPERATIONS DIRECTOR

(PART-TIME)



WELCOME!

Thank you for your interest in Out of the Ark Music!



Out of the Ark Music is the UK's leading publisher of songs in primary education. We've been producing singing products, nativities, musicals and training for teachers for over 30 years. We love what we do! Singing, and its vital importance for every child's education, is our true passion!

Our material is used and loved by thousands of schools and other customers in the UK and across the world. Through our highly creative team, we write, publish, record, market, sell and distribute songs and associated materials in both physical and digital formats. We run our own ecommerce website and subscription services to cater for the needs of our loyal and established customer base.

We are seeking a Finance & Operations Director to take over from our current director who is retiring. In the context of the vision and strategic goals of the business, the Finance & Operations Director will bring wisdom, care, prudence and integrity, as well as innovation and creative problem-solving skills, to the financial and operational areas of the company. Out of the Ark is a highly creative business; the purpose of this role is to ensure that it is also financially and operationally well-run.

Please read on to find out more about our company and the role we are offering. We look forward to receiving your application.

The Director Team

ABOUT OUT OF THE ARK MUSIC

In 1989 Mark and Helen Johnson were asked to write a short nativity musical by the headteacher of the primary school where Helen was teaching. 'Off To Bethlehem' was a huge success and within months Mark and Helen were given the opportunity of leaving their jobs to explore and develop their gift in writing music. It was with a deep breath and a big step of faith that Mark and Helen went on to set up their own publishing and production company as a vehicle for distributing their songs to primary schools.

Helen recalls: 'Whilst reading the story about Noah and the flood, I was impressed by the task set before Noah – to fill the ark with "every creature that has the breath of life in it". What sparked our imagination was the notion of somehow containing the colour, energy, beauty and diversity of created life in a unique vessel, with a view to then releasing it into the next generation. This powerful image was to become our inspiration and the motivation for all our songs going into schools. Like Noah, we see our job as capturing and preserving all that is good – the breadth and diversity of life and the world around us – and passing it on through the medium of music'.

What began with only a tiny desk under the stairs, has grown over more than 30 years (with a catalogue of over 1000 songs) to become a thriving business, which now supplies over 18,000 primary schools (not to mention nurseries, churches, theatre groups and individuals!) across the UK and many countries around the world. With offices in Middlesex and a recording studio in Sussex, 'Out of the Ark' is reaching out to the corners of the earth with good, positive songs that everyone will enjoy. Out of the Ark Music was born out of a passionate belief that children deserve the very best.


Our goal is...

- To enhance and expand children's enjoyment of music and the world around them by producing songs that are thought provoking, relevant and most of all great fun to sing.
- To produce top quality materials to give today's children music which excites them and to which they can readily relate.
- To teach about music using traditional methods i.e. by providing strong melodies, interesting song structures and clever rhymes and combining these with modern musical arrangements.
- To preserve the best of our musical and literary heritage whilst embracing modern styles and instrumentation.
- To write good positive songs that re-enforce self-worth and significance and that are appropriate to children's experience.
- To convey truth and teach about Christian values and faith.
- To make all our resources completely teacher-friendly and to support our customers through excellent customer service.



You can meet our great team at **MEET-THE-TEAM.**

Out of the Ark Music – Primary School Music at its Best

OUR COMPANY VISION



**SONGS FOR
THE WHOLE
OF LIFE, AND
A WORLD
ALIVE WITH
SINGING.**



OUR COMPANY PURPOSE

**TO PROVIDE THE VERY
BEST SONGS AND SINGING
RESOURCES WE CAN, TO
ENCOURAGE INDIVIDUALS
AND COMMUNITIES TO
EXPERIENCE AND ENJOY
“LIFE TO THE FULL”.
WE ARE ALL ABOUT
CELEBRATION, EDUCATION,
TRANSFORMATION
AND FAITH.**



OUR COMPANY VALUES



GOODNESS & GENEROSITY
JOYFUL CELEBRATION
WOW & WONDER
PLAYFUL CREATIVITY
BEAUTY & QUALITY
INSPIRATION & INNOVATION
 **CHANGE & GROWTH**
BOLDNESS & CONFIDENCE
COLLABORATION & RESPECT



OUR WEBSITES

Our main Out of the Ark Music website: outoftheark.co.uk

Our Sparkyard subscription service: sparkyard.com

Our Same Boat Music website for churches: sameboatmusic.com



Out of the Ark Group, comprises **Out of the Ark Limited**
t/a **Out of the Ark Music** and **Sparkyard**,
Same Boat Music Limited and **Out of the Ark Group Limited**.

ABOUT THE ROLE

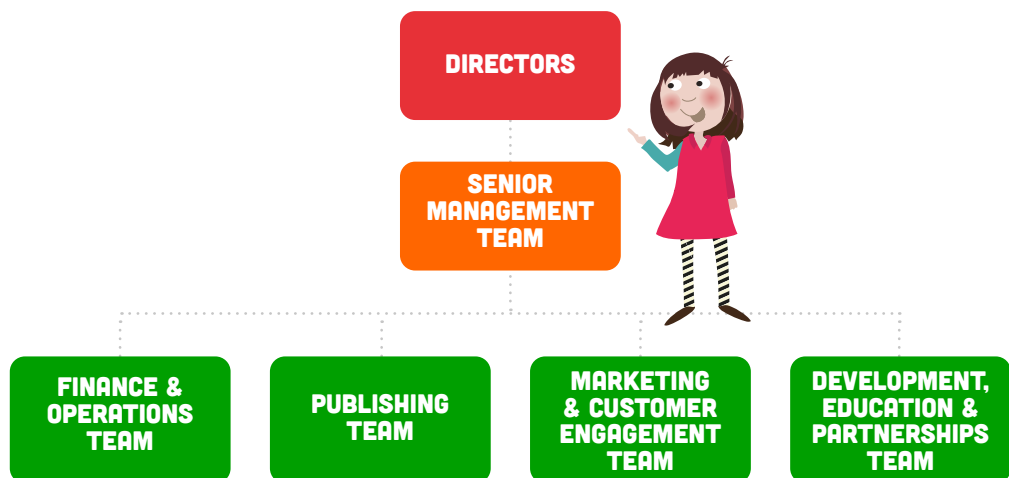
Purpose and Summary

As Finance & Operations Director of the Out of the Ark Group Companies, your role is to ensure the sound financial and operational management of the business. In the context of the vision and strategic goals of the business, you will bring wisdom, care, prudence and integrity, as well as innovation and creative problem-solving skills, to the financial and operational areas of the Group. Out of the Ark is a highly creative business; your role is to ensure that it is also financially and operationally well-run.

Director Responsibilities

As a Director at Out of the Ark, you have a legal and fiduciary duty to act in the best interests of the company, promoting its long-term success and upholding the principles of integrity, accountability and sound governance. Directors are expected to contribute strategic insight while complying with relevant laws and regulations. At Out of the Ark, it is important for Board members to remain flexible in their roles and be ready to adapt to the changing and evolving needs of the business. Beyond governance, a Director must actively uphold, embody and encourage the company's values and culture, fostering an environment where these principles guide decision-making at every level. Directors should bring an authentic voice to the table, speaking freely and constructively, challenging ideas where necessary, and ensuring that discussions lead to well-rounded, informed decisions that serve the company, its people and its customers.

Organisational Chart



Role Responsibilities

Finance Director

- Oversee, monitor and report on the Group finances, budgets and sales targets to the Board and Senior Management Team (SMT), assisting with the setting and management of departmental budgets and other overheads.
- Oversee internal financial systems, alongside the Finance & Operations Manager.
- Oversee and manage the Finance & Operations Team, alongside the Finance & Operations Manager.
- Oversee and peer review the creation and agreement of contracts with writers, sub-contractors, distribution partners, royalty-collecting agencies, commercial partners and other parties.
- Peer review the calculation and distribution of royalties to writers, 3rd party publishers and other royalty beneficiaries.
- Provide leadership, expertise, decision-making and training in copyright and licensing matters.
- Build and maintain strong working relationships with royalty collecting agencies (CMOs).
- Oversee the analysis and reporting to the Board and SMT of royalty earnings and payments.
- Liaise with financial and legal authorities, banks, insurers, accountants and lawyers on behalf of the Group, to ensure that the Group is legally compliant and secure.



Operations Director

- Work as a part of the Board and SMT to develop and implement the Group's strategic plans, helping to translate those plans into operational strategy and actionable goals, within the constraints of time, finance, personnel and resources.
- Oversee internal operational systems (including the ERP system, royalty accounting system and interfaces with the websites), alongside the SMT, to ensure that systems run efficiently and effectively across the Group.
- Assist with the development and management of reporting systems for financial, sales, royalties and other business information.
- Oversee the management of the Group's premises, facilities, equipment and software.
- Co-ordinate the planning, recruitment, remuneration, development and management of staff, and liaise with the HR consultant regarding the creation of staff contracts and policies.
- Oversee Health & Safety within the Group.
- Act as the Data Protection Lead for the Group.

Accountabilities

- Work effectively with the Board and SMT to maintain and build the health of the Group, financially, culturally and reputationally.
- Help ensure that the Group's strategic plans reflect and uphold the overall Out of the Ark Group Vision, Mission Statements and Core Values.
- Work with the Board and SMT to implement the Group's strategic plans to the best of our collective ability, effectively and efficiently, within the constraints of time, finance, personnel and resources.
- Help ensure that the Group's business is managed with wisdom, care, prudence and integrity, as well as innovation and creative problem-solving.
- Ensure that all financial, contractual and legal obligations are met, to authorities, royalty agencies, writers and other partners.
- Ensure that the Board and SMT have timely, accurate and clear information in order to make strategic, financial and operational decisions.
- Ensure that operational platforms, systems and software are fully licensed, up to date, robust and secure to the best of our ability.
- Work with SMT to ensure that the Group's assets, both physical and digital (including data), are secure and well maintained.
- Work with the Directors and SMT to ensure that staff are properly remunerated, trained, supported and cared for within the Group.
- Be responsive, approachable and kind to all staff in order to maintain and build a supportive and enjoyable working environment.
- Work collaboratively and in a timely manner and provide leadership when required.

These Responsibilities and Accountabilities sit alongside the general and legal expectations of all company directors which are set out on the UK government website at <https://www.gov.uk/guidance/being-a-company-director>.

ABOUT YOU: PERSON CRITERIA

We are looking for a great person to join our team in this role with as many of the following qualities as possible.

Qualifications Required

Essential:

- Educated to degree level or equivalent, particularly in a financial or business degree.

Desirable:

- Bookkeeping or Accounts Technician (AAT3) qualification, or higher accounting qualification (ACA, ACCA, CIMA).

Competencies and Experience Required

Essential:

- At least five years' experience in managing an SME, with particular responsibilities for finance and operations.
- A strategic thinker who is able to develop long, medium and short term financial and operational goals in line with the business's objectives.
- Be able to operate at the macro-level, but also have a meticulous eye for detail.
- Strong but collaborative communication skills (written and verbal) to work at a Board and Senior Management Team level.
- Strong innovative and creative problem-solving skills.
- Strong analytical skills to understand, interpret and communicate business information and data.
- Proven ability to analyse and improve business systems and procedures.
- Experience of using Microsoft Business Central ERP system or similar.
- Strong Excel spreadsheet skills, with an ability to create robust spreadsheets and train others.
- Experience of managing a team of experienced and senior staff.
- Excellent numeracy skills.
- Excellent time- and task-management skills.
- Strong general IT skills (including use of Word/Email/Web).

Desirable:

- Experience and understanding of HR contracts, policies and practices.
- Experience of working with international sales customers and overseas financial considerations.
- Experience of working in a creative-arts industry, particularly in music.
- Expertise in music copyright and licensing.
- Experience in the calculation and distribution of royalties.
- Experience in understanding and adapting legal contracts, particularly in relation to music publishing.
- Experience in managing premises and facilities.



Personal Characteristics Required

Essential:

- A person of wisdom, care, prudence and integrity.
- Someone with a positive and cheerful approach.
- Adaptable and flexible.
- A track record of good judgement.
- Able to manage experienced staff with respect and confidence.
- Able to work as part of a small, friendly team.
- Ability to deal with financial matters with confidentiality, honesty and integrity.

Whilst we are an equal opportunities employer, because of the content and message of some of our publications (e.g. nativity musicals and collective worship), candidates must have an understanding and respect for the core Christian values of Out of the Ark Music.



WHAT WE CAN OFFER

Generally, a fabulous and flexible job working with a great team of enthusiastic and friendly people, for a creative and successful growing business, making a difference in the lives of children and others. But more specifically, your terms would be:

- Location:** Your official place of work will be our offices in Hampton, Middlesex, but this role can mainly be performed remotely.
- Hours:** Part-time contract for 32 hours per week.
Hours primarily worked Monday to Friday between 9.00am and 5.00pm.
- Salary:** To be provided on application and dependent on appropriate qualifications and experience.
- Benefits:** Contributory Group Pension Plan provided from commencement and on a salary exchange basis if requested.
Private Medical Insurance provided after one year of service.
- Holidays:** Pro-rata equivalent of 25 days per annum (including Christmas closure) plus bank holidays. In addition, after 3 years' service, an extra day's holiday for each subsequent year of service up to a maximum of 5 additional days (pro-rata).
- Sick Pay:** Company sick pay dependent on length of service.
- Responsible To:** Board of Directors.

Full and final terms and conditions will be provided in the Contract of Employment.



HOW TO APPLY

For further details or an informal discussion about the role, please contact Clive Sherwood at clive@outoftheark.com.

To apply for this role, please submit your CV and covering letter to Clive at clive@outoftheark.com, detailing your interest and suitability for this role. The successful applicant will need to provide details of two referees, including one from your current employer.

Closing date for all applications is 10.00am, 31st March 2025. Initial interviews will be held over Teams in the week commencing 14th April, and then those candidates who are shortlisted will be interviewed in person in Hampton, Middlesex in the week commencing 21st April 2025. You are encouraged to share any access requirements for interviews in a covering note with your application.

To enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom. You will be given details of the original document or documents which are required at the appropriate time.

Data Protection: any personal information that the Out of the Ark Group collect from you will be processed in accordance with the General Data Protection Regulations (2018). Details of our Privacy Policy for contractors and personnel can be provided on request.





Out of the Ark Music

Putting life into songs & singing into schools

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