

**THE ART FUND
JOB DESCRIPTION**

Job Title	Director of Finance and Resources
Department	Finance & Resources
Reports to	Director
Salary	c. £70k
Purpose of Role	
<p>The post-holder will ensure the successful management and operational running of Art Fund through the provision of effective processes and systems in the areas of finance, human and legal resources and building facilities. The Director of Finance & Resources will work collaboratively with Senior Management Team (SMT) colleagues to drive the development of strategic initiatives key to the future growth and security of Art Fund's income and through a team of subject-matter specialists will oversee the operation of sound business processes and compliance practices across the organisation.</p>	
Key Accountabilities	
<p>Overall</p> <ul style="list-style-type: none"> • Report to the Director and liaise with the Treasurer of Art Fund to deliver the highest possible standard of financial management for a UK charity • Provide high-level leadership for the Department of Finance and Resources, and the management and development of its 14 members of staff of which 6 are direct reports • Take responsibility for overseeing the organisation's financial systems, building operations, legal services and human resources • Play a key role on the SMT, contributing to its strategic leadership and ensuring the effective daily management of Art Fund • Develop management reporting and analysis to support effective decision-making at a senior level • Develop and maintain strong relationships with external stakeholders as required <p>Financial</p> <ul style="list-style-type: none"> • Work collaboratively with SMT colleagues to develop the annual budget, including longer-term modelling, monitoring and management of income and expenditure • Oversee procedures to control expenditure, improve financial forecasting, and refine forward planning • Lead on the development of greater organisational expertise in developing commercial activities • Contribute to and support successful business planning across the organisation • Support the Finance and General Purposes Committee in overseeing the effective management of the investment portfolio, liaising with external advisers as required and bringing personal knowledge to key investment meetings and discussions • Lead the identification of organisational risk and steps to mitigation as it relates to the annual planning process and large-scale projects; provide advice to the Director and SMT on risk management • Lead on the statutory responsibilities of the charity, overseeing annual audit and timely filing of high-quality and accessible accounts with the Charities Commission and Companies House • Ensure that all financial information (e.g. in the form of monthly and quarterly management accounts) is accompanied with strategic recommendations to ensure the SMT, Finance and General Purposes Committee and Board are well-equipped to make informed business decisions • Provide leadership in liaison with the Auditors especially in relation to their report to the Board and in providing specific guidance on technical issues for key business areas • Act as the leading interface between management and trustees on financial matters <p>Building and facilities</p> <ul style="list-style-type: none"> • Oversee the management of Art Fund's offices and associated services, ensuring the office environment meets the strategic aims and business needs of the organisation and recommending and implementing change as necessary • Create and manage relationships with the broader King's Cross community, ensuring that Art Fund collaborates with neighbours and remains an integral part of the development • Oversee the sub-tenant relationship at a strategic level, balancing programmatic and commercial 	

needs

- Ensure value for money is maintained in all servicing contracts and maintenance regimes are high-quality and timely

IT and resources

- Work with the SMT colleagues and to enable the Head of Tech to continue the deployment of Art Fund's IT strategy and ensure appropriate resources are available to support organisational development
- With the support of the Tech team, maintain an overview of how technology is deployed across the organisation to fit our business needs and strategic objectives and to ensure forward-thinking business practice
- Ensure all systems, resources and support are robust, effective and fit for purpose in line with all relevant legislation and best practice
- Lead on business continuity planning and disaster recovery planning, ensuring resilience in all systems

Human Resources

- Work with the HR Consultant to develop improved systems for the management and development of Art Fund's human resources, improving the quality of line management, performance management, and the support and guidance on offer to staff in terms of their work and their career development
- Support the HR team in the development and delivery of Art Fund's HR strategy more broadly, to include the delivery of a strategic learning and development programme, our health and wellbeing strategy, and the equality, diversity and inclusion strategy
- Manage the relationship with Art Fund's pension providers to ensure that best practice is being followed and return on investment maintained
- Ultimate oversight over HR processes, including recruitment, absence management and annual performance reviews, delivered through the HR team

Legal Affairs and Governance

- Support the Director as required in matters relating to the Board especially in relation to the Finance and General Purposes Committee
- Act as Company Secretary to Art Fund Services Company
- Attend full Board meetings and Nominations Committee meetings
- Maintain oversight of all contracts and ensure the organisation's compliance with all relevant legislation
- Ensure effective archiving of company and other information and oversee (with the Head of Legal) the organisation's archiving policy

Other Activities, Duties and Responsibilities

- Contribute to the overall development of Art Fund's strategy and strategies to build awareness and the Art Fund brand.
- To actively participate in the wider life of Art Fund
- To undertake other duties as requested by Art Fund from time to time

Key relationships

- Collaborative member of SMT
- Treasurer and Finance & General Purposes Committee
- Contract Management: IT, HR and operational suppliers
- Auditors, commercial bankers, external counsel, investment managers, key IT suppliers

PERSON DESCRIPTION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a numerate or business discipline or in any discipline with subsequent financial qualifications • Candidates with equivalent experience will be considered • Qualified accountant • Member of one of the recognised accounting bodies in the UK (ICAEW, CIMA, ACCA, CIPFA) 	<ul style="list-style-type: none"> • MBA or other business administration qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of audit practices and statutory obligations in financial reporting for charities • Awareness of the key legislation impacting upon charities and related to HR • Extensive knowledge of effective technological solutions for business • Thorough understanding of financial planning, forecasting and analysis techniques • Ability to develop and optimise financial systems, especially financial reporting tools • An understanding of the implementation of, and adherence to, financial control mechanisms within a business environment • Both a high-level and granular understanding of management and financial accounting principles and techniques 	<ul style="list-style-type: none"> • Knowledge of the arts and / or museums sector • Understanding of charity SORP and related reporting requirements
Experience	<ul style="list-style-type: none"> • Significant experience of financial and/ or operational management • Able to demonstrate leadership within a finance setting and the ability to implement projects and enact change • Experience of developing and implementing financial systems, particularly financial reporting • Experience of managing complex HR and legal issues • Evidence of having provided high-quality analysis which has meaningful business impact 	<ul style="list-style-type: none"> • Work in the not-for-profit sector
Personal Attributes	<ul style="list-style-type: none"> • Strong interest in the arts • Entrepreneurial • Strong leader 	