

**ART FUND  
JOB DESCRIPTION**

<b>Job Title</b>	Head of Finance
<b>Department</b>	Finance & Resources
<b>Reports to</b>	Director of Finance & Resources
<b>Salary</b>	c.£55k depending on experience Pension: 10% of salary (non-contributory) 25 days + bank holidays
<b>Purpose of Role</b>	
Reporting to the Director of Finance & Resources, the Head of Finance will be responsible for delivering a first-class finance function to support Art Fund during a period of significant growth.	
<b>Key Accountabilities</b>	
<p><b>Management &amp; leadership</b></p> <ul style="list-style-type: none"> <li>• Manage and support the development of a team of three finance staff (2 direct reports).</li> <li>• Set and communicate clear individual and departmental objectives and monitor performance on an ongoing basis.</li> <li>• Work with senior management colleagues to champion best-practice financial management, business decision-making and internal financial control across the organisation.</li> <li>• Work with the Director of Finance &amp; Resources and other senior colleagues within operational functions (HR, IT, Legal services, Facilities) to execute the long-term strategy for the wider Finance &amp; Resources team, in order to support the over-arching organisational plan.</li> <li>• Present quarterly management accounts to the Finance &amp; General Purposes Committee (sub-committee of the Board of Trustees) and work closely with the Director of Finance &amp; Resources and Treasurer to shape the annual budget and longer-term strategies</li> <li>• Present key results from the monthly management accounts at senior management and staff meetings, working closely with staff members around the organisation to ensure relevant information is presented</li> </ul> <p><b>Budgeting, forecasting &amp; financial analysis</b></p> <ul style="list-style-type: none"> <li>• Own Art Fund's annual budget and forecasting process to ensure effective resource allocation and ultimately the delivery of a robust budget for Senior Management and Trustee approval</li> <li>• Prepare monthly management accounts to facilitate the monitoring of Art Fund's business performance, operating efficiency and charitable impact, including the supervision of the month-end process.</li> <li>• Partner with senior stakeholders to anticipate and understand financial variances and ensure regular and high-quality business insights are delivered to the Senior Management Team each month.</li> <li>• Ensure management reporting is reliable and easily accessible in order to support effective decision-making at a senior level.</li> <li>• Work with the Director of Finance &amp; Resources and other colleagues around the organisation to model and stress-test new initiatives.</li> </ul> <p><b>Statutory accounts &amp; audit</b></p> <ul style="list-style-type: none"> <li>• Assume responsibility for the annual audit of the financial statements, providing leadership and liaison with Art Fund's external auditor.</li> <li>• Ensure Art Fund is up to date with changes in Financial Reporting Standards and that the internal control environment is under constant review and iterative improvement.</li> <li>• Oversee the preparation of working schedules by the finance team for the statutory audit and take responsibility for preparing the year end accounts and audit file.</li> </ul> <p><b>Product management</b></p> <ul style="list-style-type: none"> <li>• Assume the role of 'product owner' for Art Fund's finance system, managing the supplier relationship and setting the development strategy in close liaison with the tech team and system users</li> </ul>	

**Tax**

- Lead on the development and execution of Art Fund's tax strategy.
- Responsible for the review of Corporation tax, VAT and Gift Aid submissions and ensuring these are submitted on a timely basis.

**Governance**

- Assume responsibility for the role of Secretary to the Finance & General Purposes Committee, attending meetings and taking minutes.

**Investments & Treasury**

- Support the Finance & General Purposes Committee in overseeing the effective management of the investment portfolio, liaising with external advisers as required and actioning recommendations made by Art Fund's investment advisors.

**Other**

- Implementation of a change management culture by challenging and replacing established processes and procedures where necessary
- Develop and maintain strong relationships with auditors, tax advisers, brokers, bankers and other parties as directed by the Director of Finance & Resources

**Other Activities, Duties and Responsibilities**

- To actively participate in the wider life of Art Fund
- To undertake other duties as requested by Art Fund from time to time

**Other Relationships:**

- Treasurer and Finance & General Purposes Committee
- Facilitate relationship with Fund Managers

## PERSON DESCRIPTION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified accountant</li> <li>• Member of one of the recognised accounting bodies in the UK (ICAEW, CIMA, ACCA, CIPFA)</li> <li>• Candidates with equivalent experience will be considered</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of audit practices and statutory obligations in financial reporting for charities</li> <li>• Understanding of charity SORP and related reporting requirements</li> <li>• Thorough understanding of financial planning, forecasting and analysis techniques</li> <li>• Ability to develop and optimise financial systems, especially financial reporting tools</li> <li>• An understanding of the implementation of, and adherence to, financial control mechanisms within a business environment</li> <li>• Both a high-level and granular understanding of management and financial accounting principles and techniques</li> <li>• Extensive knowledge of effective technology solutions for business</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the arts and / or museums sector</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of making complex information quick and easy to understand.</li> <li>• Experience of delivering budgets in a minimum fuss environment.</li> <li>• Excellent Excel skills.</li> <li>• Significant experience of financial and/ or operational management</li> <li>• Able to demonstrate leadership within a finance setting and the ability to implement projects and enact change</li> <li>• Experience of developing and implementing financial systems, particularly financial reporting</li> <li>• Evidence of having provided high-quality analysis which has meaningful business impact</li> </ul>	<ul style="list-style-type: none"> <li>• Work in the not-for-profit sector</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong leader</li> <li>• Has the gravitas and credibility to work at senior manager level.</li> <li>• Is curious, thinks strategically and is passionate about delivering insightful information.</li> <li>• Has the desire to be supportive to other senior managers with the ability to deliver information in a non-threatening way.</li> <li>• Is a great communicator &amp; relationship builder at all levels of an organisation.</li> <li>• Is constructively impatient and drives improvement.</li> <li>• Is self-confident and tenacious with good influencing skills.</li> <li>• Is down-to-earth with a hands-on, non-ostentatious approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the arts</li> </ul>