

**ART FUND
JOB DESCRIPTION**

Job Title	Head of Finance
Department	Finance & Resources
Reports to	Director of Finance & Resources
Salary	c.£55k dependent on experience Pension: 10% of salary (non-contributory) 25 days + bank holidays
Purpose of Role	
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	
Key Accountabilities	
<p>Management & leadership</p> <ul style="list-style-type: none"> • Manage and support the development of a team of three finance staff (2 direct reports). • Set and communicate clear individual and departmental objectives and monitor performance against these objectives on an ongoing basis. • Work with senior management colleagues to champion best-practice financial management, business decision-making and internal financial controls across the organisation. • Work with the Director of Finance & Resources and other senior colleagues within operational functions (HR, IT, Legal services, Facilities) to execute the long-term strategy for the wider Finance & Resources team, in order to support the over-arching organisational plan. • Present quarterly management accounts to the Finance & General Purposes Committee (sub-committee of the Board of Trustees) and work closely with the Director of Finance & Resources and Treasurer to shape the annual budget and longer-term strategies • Present key results from the monthly management accounts at staff meetings, working closely with staff members around the organisation to ensure the most relevant information is presented • Work closely with the finance team to produce a staff training schedule addressing the training needs of staff in relation to the finance system <p>Budgeting, forecasting & financial analysis</p> <ul style="list-style-type: none"> • Own Art Fund's annual budget and forecasting processes. Drive collaborative and effective business planning and resource allocation, delivering a robust budget for Senior Management and Trustee approval • Prepare monthly management accounts to facilitate the monitoring of Art Fund's income performance, operating efficiency and charitable impact, including the management of the month end process • Critically assess and challenge accepted practices and way-of-working to deliver a culture of continuous improvement • Partner with stakeholders around the organisation to anticipate and understand financial variances and ensure regular and high-quality business insights are delivered to the Senior Management Team • Ensure management reporting is reliable and easily accessible in order to support effective decision-making at a senior level • Proactively develop insightful and engaging business intelligence, tailored to meet the needs of non-finance experts in an increasingly complex organisation • Work with the Director of Finance & Resources and other colleagues around the organisation to model and stress-test new business initiatives • Contribute to and support successful business planning across the organisation <p>Statutory accounts & audit</p> <ul style="list-style-type: none"> • Liaise with Art Fund's external auditor, ensuring the accounts are up to date with changes in Financial Reporting Standards and that the internal control environment is under constant review and iterative improvement • Manage the finance team in preparing all working schedules for the auditors. Be responsible for producing the year end accounts and audit file 	

- Assume responsibility for 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

Product management

- Assume the role of 'product owner' for Art Fund's finance system and data, managing the supplier relationship and setting the development and strategy
- Work closely with other product owners and the tech team to draft a pipeline of potential enhancements to the finance system based on feedback from the finance team and wider organisation

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
- Assist the Director of Finance and Resources to prepare papers for Finance & General Purposes Committee meetings

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
- Art Fund has a policy of non-discrimination and everyone working or associated with us must treat others with respect

Reporting Lines:

Finance Analyst

Finance Manager

Other Relationships:

- Treasurer and Finance & General Purposes Committee
- SMT
- Heads of department/senior managers

PERSON DESCRIPTION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified accountant • Member of a recognised accounting body in the UK (ICAEW preferred) • Candidates with equivalent experience or qualifications will be considered 	<ul style="list-style-type: none"> • Educated to degree level in a numerate or business discipline or in any discipline with subsequent financial qualifications
Knowledge	<ul style="list-style-type: none"> • Knowledge of charity financial practices and obligations • Thorough understanding of financial planning, forecasting and analysis techniques • Ability to develop and optimise financial systems, especially financial reporting tools • An understanding of financial control mechanisms within a business environment • 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 • Understanding of investment management • Understanding of charity VAT and gift aid regulations
Experience	<ul style="list-style-type: none"> • Proven track record of communicating complex financial information in a concise and easy to understand format. • Experience of working with multiple stakeholders to prepare and deliver budgets and business plans • Excellent Excel skills • Excellent presentation skills • Significant experience of financial management • Leading a small finance team • The ability to design and implement projects to enact change • Experience of project managing improvements to finance systems • Evidence of having provided high-quality analysis which has meaningful business impact 	<ul style="list-style-type: none"> • Experience of preparing papers for Trustee committees
Personal Attributes	<ul style="list-style-type: none"> • Entrepreneurial • Strong leader • Has the gravitas and credibility to work at senior manager level • Curious, thinks strategically and is passionate about delivering insightful information • Is a great communicator & relationship builder at all levels • Constantly looking to constructively identify and drive improvements • Self-confident and tenacious with good influencing skills 	<ul style="list-style-type: none"> • Interest in the arts