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**Job title: Head of Finance and Resources**

**Responsible to:** The Director of Commercial and Operations (COO)

**Responsible for:** The Finance Team, consisting of Assistant Management Accountant, Finance and Payroll Assistant and Finance Assistant. Additional responsibility for Volunteers within Finance operations where required.

**Salary:** £50,000 pro rata

**Hours of work:** 22.5 Hours per week (3 days)

**Contract:** Permanent

**Place of work:** The Bowes Museum

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**Benefits:**

* We are very happy to discuss flexible working and ways for our team to manage their home and working lives.
* 25 days holidays in addition to Bank Holidays.
* 5% employers pension contribution.
* Discount in the museum’s café and our shop.
* Free staff parking.
* Employee Assistance Programme – providing a 24/7 free helpline.
* Training and development opportunities.
* Free entry for your immediate family to the museum.
* Some mutual free entry arrangements with other partnership attractions.

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**Head of Finance and Resources Role Description and Person Specification:**

**Organisational Relationships**

* Reporting to the Director of Commercial and Operations (COO)
* Line Manager to team of 3, including Assistant Management Accountant, Finance and Payroll Assistant and Finance Assistant
* Working alongside the Senior Leadership Team, Extended Management Team, museum staff including the Development team, Trustees, stakeholders, volunteers and the Friends of the Bowes Museum
* External networks and partners, grant funders and external auditors

**The Role**

The Bowes Museum seeks a new Head of Finance and Resources to lead the financial operations of its charitable trust and trading arm. This role is for 22.5 hours per week (working hours and days to be agreed within Monday-Friday) and, therefore, may suit people who desire to work flexibly and/or have more than one working commitment.

To be successful in this role, you will bring a combination of financial expertise, industry knowledge in a charity business and commercial environment, strategic thinking, and leadership skills. You will also have strong staff management skills and be able to contribute effectively to the broader leadership and direction of the museum.

The post holder will lead and manage the financial affairs of the Bowes Museum Charitable Trust and Bowes Museum Enterprises Ltd. The Bowes Museum is a charitable trust and an Arts Council National Portfolio Organisation, with income from visitors, a growing membership scheme, growing commercial operations, donations, and grants.

A qualified accountant reporting to the Chief Operating Officer, you will play a critical role in supporting the Senior Leadership Team, providing strategic insights and financial guidance on all aspects of financial decision-making within the museum. You will coordinate financial planning, budgeting, and monitoring, and help align our processes and resources so we work effectively and efficiently. Your role will include operational and financial planning, risk management, and investment management to support decision-making, project delivery and reporting, and driving commercial and economic performance. You will identify opportunities for increased efficiencies, savings and resource management improvements.

You will ensure the museum works within all legal and legal parameters of financial, accounting, audit, and charity law.

**Role Purpose**

* To lead the museum’s Finance operation, ensuring the museum fulfils all legal and statutory financial obligations and remains compliant at all times. This includes ensuring suitable processes and organisational systems are robust and implemented across the organisation.
* To coordinate reports to the Directors, Board of Trustees, committees, funders and stakeholders in all areas relating to finance, resources and key performance management.
* To manage all financial matters pertaining to the museum and its commercial enterprises and ensure timely and accurate reporting.
* To assist the Senior Leadership Team with strategic thinking and financial acumen to help shape and deliver future ambition, including capital investments, financial models, business plans, and funding applications.

**The Person**

You will be enthusiastic, highly organised, methodical, and accurate. You will communicate well with colleagues and our external stakeholders, partners, and suppliers. You will be proactive in problem-solving in a dynamic museum environment. As a confident and visible leader, you will enjoy building effective working relationships with a broad range of people and advocating for the museum’s values and behaviours. As someone used to juggling multiple elements, you will be flexible and adaptable in your approach and passionate about maximising the resilience and sustainability of the Bowes Museum.

**1. Specific Responsibilities and Duties:**

* Prepare the annual revenue and capital budgets in line with business planning processes and commitments to funders, oversee the production of monthly management accounts, cash flow forecasts, and narratives for the Bowes Museum and The Bowes Museum Enterprises, including P&L, Balance Sheet, departmental budget reports, cash flow forecasts, and KPIs, and ensure a timely and accurate payroll function for the museum.
* Be responsible for staff management, motivation, leadership, training and development for all direct report teams. This will include coaching and 1:1 support, team meetings, and performance management processes, including appraisals for wider team members as required, all while developing a can-do culture of positivity and success.
* Manage capital and restricted budgets, including grants, and report on these as required.
* Manage resources effectively, identifying opportunities for increased efficiencies and savings and ensuring contracts and suppliers deliver the best value and meet the needs of the Bowes Museum.
* Maintain organisational asset registers.
* Ensure that all statutory returns, including VAT, PAYE, Corporation Tax, Gift Aid, Exhibitions Tax Credit, and Pensions, are made accurately and promptly.
* Produce the annual report and financial statements of the Bowes Museum and Bowes Museum (Enterprises) in accordance with SORP requirements.
* Liaise with Auditors, bankers, HMRC, Companies House, and the Charity Commission as necessary.
* Perform treasury and investment management duties and make regular performance reports for the Finance and Risk Committee to ensure strategic, financial and organisational issues are prioritised, appropriate action taken, and risk is monitored and mitigated.
* Support fundraising and work with staff and funders to ensure grants are accurately accounted for, and financial reports are submitted to the satisfaction of the awarding body.
* Ensure all procurement is undertaken ethically and in the interests of the Bowes Museum and Bowes Museum (Enterprises).
* Provide cover and act as the duty manager on site as required to support the needs of the business.

**2. General Responsibilities and Duties**

* Contribute effectively to the success and culture of The Bowes Museum.
* Interact and cooperate proactively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.
* Support effective communications and promotion of The Bowes Museum and our activities.
* Work flexibly at times and on occasions that connect with the needs of our audiences and communities.
* Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
* To actively work within the museum’s environmental policy and lead our teams to always seek our ways we can operate in a more environmentally friendly manner.
* Participate in wider projects through the museum alongside colleagues. Work outside of normal hours including evenings and weekends when required.
* Ensure all compliance with all policies and procedures through your department, including GDPR, Health and Safety at Work Act 1974, and financial policies.
* Any other duties requested by the line manager as deemed commensurate with the role with Head of Finance and Resources.

**3. Person Specification**

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| **Criteria** | **Essential (E) Desirable (D)** | **Assessment**  **process:**  **Application (A),**  **Interview (I),**  **Test (T).** |
| **Job-specific competencies/qualities/experience:** | | |
| Experience in organisational budgeting, financial management, and the interpretation of performance information for organisations similar in size and type to the Bowes Museum. | E | A/I/T |
| In-depth experience and knowledge of SAGE accounting software and Excel spreadsheets. | E | A/I/T |
| Experience and knowledge of Charity VAT and Gift Aid submissions. | E | A/I |
| Expert knowledge of financial and accounting law. | E | A/I |
| Experience in the successful delivery of service improvements. | E | A/I |
| Experience in the compilation of financial reports for Executive Teams, Boards, Funders, etc. | E | A/I |
| Ability to deliver and communicate complex financial and commercial information clearly and effectively. | E | A/I |
| Proven experience of working within the cultural sector at a senior level, preferably within museum, heritage or cultural organisation. | D | A/I |
| **Core competencies/qualities/experience:** | | |
| Highly organised, able to prioritise and work to tight deadlines. | **E** | **A/I** |
| Strategic and analytic thinker, able to plan effectively  and lead the development of new business areas. | **E** | **A/I** |
| Experience in developing and managing high-performance teams and business areas. | **E** | **A/I** |
| Display high levels of enthusiasm, flexibility and commitment. An excellent team player. | **E** | **A/I** |
| Ability to communicate effectively internally and externally, engaging with and enthusing others. | **E** | **A/I** |
| Experience and ability in navigating challenges proactively and effectively. | E | AI |
| Willingness to be accountable for personal performance. | E | A/I |
| Proven working experience of managing people and projects effectively. | E | A/I |
| Knowledge of Equality, Diversity and Inclusivity issues and experience in addressing these proactively. | D | A/I |
| Experience using technology and digital platforms for business and project management, engagement, and communications. | D | A |
| **Generic competencies/qualities/experience:** | | |
| A strong knowledge of and commitment to the mission,  aims and values of The Bowes Museum, including  inclusive and participative practices. | E | A/I |
| Computer literacy and knowledge of digital technologies. | E | A/I |
| Excellent written and verbal communication and  interpersonal skills. | E | A/I |
| Adaptable and flexible, able to manage multiple strands  of work and responsibilities proactively. | E | A/I |
| **Qualifications** | | |
| Fully qualified accountant, ACCA, CIFFA, CIMA or equivalent | E | A |
| Evidence of commitment to continued professional  development. | E | A |

**Inclusion and Diversity:**

We believe that diversity and equality within our workforce, programmes and approaches are crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. We, therefore, particularly welcome applications from candidates under-represented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.