

# AN EXCITING OPPORTUNITY

APPOINTMENT OF

**Head of Finance and Resources**



## A future-thinking museum of artists, designers, and makers, created to support and uplift people and places.

The story of The Bowes Museum is like no other: uniquely, the idea of a woman, Joséphine Bowes, an artist and patron of the arts. Her determination and passion for creating a museum were shared by her husband John, who was born in Teesdale.

The Museum stands proudly in the heart of Teesdale, an area of outstanding natural beauty.

### Mission, vision, and values.

**Our mission** as a future-thinking museum of artists, designers, and makers is to support and uplift the North East through our spirit of generosity and collaboration.

Through this aim to achieve **our vision** of unlocking people's potential to shape a more interesting, equitable and sustainable world.

**Our values** underpin our work. We aim to be adaptable, collaborative, creative, experimental, fun, responsible and welcoming.

### Collection

We hold the spirit of our founders, Joséphine and John Bowes, within our collections. Joséphine's interests are reflected in the collection, particularly her love of fine porcelain, fashion, and art. She was a recognised artist who acquired the work of her contemporaries during a vibrant cultural period in 1800s Paris. Our collecting policy, associated programming, and display reflect Joséphine's interest in the present and the new, celebrating creativity, design, and artisanship.

### Visitor Experience

We seek to welcome all, support and celebrate artists, cultivate creative exchange, deliver inspirational learning, and be a place that is used and loved by the people of Teesdale and visitors from further afield.

We aim to put people first by understanding their needs and motivations. We do this by knowing and speaking to our audiences and making our exhibitions and events accessible, inclusive, and relevant. We view our programming 'in the round' and want to extend it beyond our building. Recognising that engagement is digital and physical, we aim to connect with people where they are. We support artists, makers and designers, current and aspiring, through our programmes, exhibitions and partnerships.

Learning is at the heart of The Bowes Museum. We work extensively with children, young people, educators and older people to raise aspirations and support education for life. Our incredible volunteers are a vital community, working with us in mutually-beneficial ways to support people and places.





Our grounds are a welcoming space for everyone. We have over 20 acres for local people to call their own. They include a mixture of formal planting and woodland arboretum, with avenues of trees and a terrace, from which visitors can admire the spectacular views of the surrounding countryside. Our shop offers unique pieces inspired by our collections and exhibitions and features local artists and makers. As the Museum feeds the soul, our café feeds the body with its wonderful local and seasonal produce championing producers from Teesdale.

### Trading and Operations

Today the Museum employs 80 staff and has a turnover of £2.6m in the charity and £880k in the the Enterprises Trading Company. Our team is responsible for a broad spectrum of work across operations, finances, exhibitions, programmes, commercial activities, marketing and collections. As an Arts Council England (ACE) National Portfolio Organisation (NPO), we are proudly contributing to ACE's 'Let's Create' mission.

Our marketing approach is informed by research and visitor insight. Our audiences' needs, voices and responses are vital to our success. We aim to ensure our audiences recognise and celebrate the Museum and its collections as vital to them. There are many parallels between the time of our founders and issues affecting society today.



## The Opportunity

We are seeking candidates  
for the position of  
**Head of Finance and Resources**

2024 is an exciting time for  
The Bowes Museum and offers an  
outstanding opportunity to  
help drive the long-term  
strategy to ensure our relevance  
and impact in the years ahead.

The opportunity includes:

### **Delivering the Business Plan**

Following a period of challenge, the board of trustees recruited a new Executive Director and Senior Leadership Team in 2022/23 to deliver a transformation project that would deliver a more stable and future-thinking organisation. A 2023-2028 business plan is in place and significant work has already improved finance systems and resource management for the charity and trading company. A newly created role, the Head of Finance and Resources will lead and be responsible for the next stage of this work, ensuring that our systems and teams deliver timely and robust data that gives up-to-date monthly and annual reports for the Senior Leadership Team and Board. This will enable them to track the progress of the business plan and have confidence that we are delivering on our auditing, HMRC, and Charity Commission requirements.

### **Reporting to funders**

We have significant projects underway, with more in the pipeline. Funding for them come from sources that often require bespoke financial reports. The Head of Finance and Resources will work with project leads and fundraising team to develop the necessary budget forecasts, financial management processes, and funder reports.

### **Improving our Sustainability**

Financial and environmental sustainability are key facets of our business plan aims. The Head of Finance and Resources will bring shrewd financial and asset management to ensure we are achieving value for money from suppliers and contractors and reducing our environmental impact through careful resource controls. Maximising our charitable income potential is a key facet of this role and this role will oversee our Gift Aid and Tax credit claims.

### **Supporting and developing the operational teams**

We need delivery-orientated people who will give clear direction, support and guidance to the Finance Team and budget holders. Building a working culture that helps people develop and thrive in their roles is vital.

## Person specification:

The successful candidate will bring qualities and relevant experience, including:

### Qualifications:

#### Essential

- Fully qualified accountant, ACCA, CIMA, or equivalent
- Evidence of commitment to continued professional development.

### Strong financial management experience and skills

Prepare the annual revenue and capital budgets for Bowes Museum Charitable Trust and its trading arm Bowes Museum Enterprises.

Oversee the production of monthly management accounts, cash flow forecasts, and narratives including P&L, Balance Sheet, departmental budget reports, cash flow forecasts, and KPIs.

Manage capital and restricted budgets, including grants, and report on these as required.

Ensure that all statutory returns, including VAT, PAYE, Corporation Tax, Gift Aid, Exhibitions Tax Credit, and Pensions, are made accurately and promptly.

Liaise with Auditors, bankers, HMRC, Companies House, and the Charity Commission as necessary.

Produce the annual report and financial statements of the Bowes Museum and Bowes Museum (Enterprises) in accordance with SORP requirements.

### Entrepreneurial approaches and prudent resource management

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.

Manage operational and financial planning, risk management, and investment management to support decision-making, project delivery and reporting, and driving commercial and economic performance.

### Collaborative and creative approaches to organisational growth

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.

### Oversee and support colleagues and teams.

Be responsible for staff management, motivation, leadership, training and development for all direct report teams through a can-do culture of positivity and success.

### Ability to communicate and collaborate

Interact and cooperate pro-actively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.

Communicate complex information clearly and effectively for understanding and impact.

*See separate Role Description and Person Specification for full requirements.*



## Terms of appointment

This role is based at The Bowes Museum,  
Barnard Castle, Co. Durham

Hours: This role is 22.5 hours per week.

The salary is £50,000 pro-rata

plus benefits, including:

- 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.
- Training and development opportunities.

## How to apply

The closing date for applications is 9am, Friday 10th May, 2024.

We anticipate interviews will take place week beginning 20 May, 2024.

Please submit your CV and a covering letter by emailing them to:

hr@thebowesmuseum.org.uk

We want to hear how you think you are the right person for the role, and why you think we're the right place for you. To give yourself the best opportunity, consider how you fit the Person Specification we've outlined in the Recruitment Pack and share your response to this in a covering letter, supported by your CV.

To download the full Person Specification visit <https://thebowesmuseum.org.uk/jobs-and-volunteering> You can hear more from Director of Commercial and Operations (COO), Simon Lee by visiting: <https://www.videoask.com/fe0zxxuqi>

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.

**We can't wait to  
hear from you.**