

Head of Finance

Reports to: director of finance and operations

Department: finance

Contract: permanent

Overview

On 24 November 2016 the Design Museum opened in its new home in Kensington. The new museum hosts an influential and engaging programme of exhibitions, including monographic and thematic shows on every aspect of contemporary design and architecture.

Job purpose

The Head of Finance is responsible for the financial sustainability of the organisation, leading on financial controls, financial management, and all financial planning and forecasting.

Key objectives

The Head of Finance is responsible for maintaining robust financial controls, efficient financial processing, accurate financial reporting, proactive cash management, insightful financial analysis, and strong management of tax liabilities. The Head of Finance will lead on the annual cycle of planning, budgeting and forecasting and will support the senior leadership team by monitoring and reporting progress against the museum's business plan and providing strategic financial advice as required.

Responsibilities

The responsibilities of the Head of Finance include:

Finance Business Partnering

- As part of a mutually supportive management team, advise on optimum financial strategies to deliver the museum's ambitions;
- Maintain the financial management of the museum's resource and capital budgets - in particular with strong cash flow management;
- To support the Director of Finance and Operations in helping to deliver the business plan and financial strategy which support the future ambitions of the Museum;
- Maintaining and reporting on the museum's long-term business plan, including the five year rolling forecast;
- Oversee the cycle of annual planning and budgeting and quarterly forecasting;
- Deliver reliable management accounts and KPIs to management and trustees – seek to refine and improve these as necessary;
- Provide financial analysis to support key business decisions and fundraising applications;
- Work with the management team to strengthen the financial performance of the museum's operations.

Financial Control

- Support with servicing the museum's Finance and Operations Committee;

- Review the financial implications of all significant contracts in conjunction with the Museum's legal advisors;
- Negotiate with key financial advisers such as bankers, investment advisers, tax advisers and auditors in the best interests of the museum;
- Maintenance of records to meet legal and tax requirements, including the production of statutory accounts;
- Planning and management of the museum's tax liabilities;
- Review and maintenance of financial controls, systems and processes, including balance sheet reconciliations, implementing efficiency improvements and updating technology as required.

Governance and risk management

- Support the Board with core compliance issues including recording and monitoring conflicts of interest;
- Manage the relationship with the Museum's Company secretary ensuring that all filing is up to date and deadlines are met;
- Develop a robust risk management reporting framework working with the Director of Finance and Operations to improve risk management processes and reporting across the Museum;
- Ensure that project management principles are understood and utilised across the Museum.

People

- Effectively manage the finance team;
- Network with the wider Museum and NFP sector;

General

- Adhere to the Museum's Health and Safety Policy;
- Demonstrate the Museum's core values in all that you do;
- Other ad hoc duties as may be reasonably expected in a senior role.

Person specification

Knowledge, skills and experience

Qualifications

- ACA qualified or equivalent (strongly preferred), or CIMA or ACCA qualified or equivalent

Experience

- Strong leadership and management experience of finance teams – essential
- Experience in delivering robust financial controls and statutory financial reporting – essential
- Tax knowledge, in particular charity VAT and Gift aid – essential
- Strategic financial planning and business planning experience - strongly preferred
- Financial management experience – strongly preferred
- Experience of capital project work - desirable

Skills

- The ability to communicate confidently with Committee members,

- senior staff and non-finance staff
- Strong influencing and communication skills, with the ability to build effective business relationships
- Demonstrates a commercial approach and is an effective negotiator
- An excellent delegator and team motivator
- Ability to manage stakeholder expectations
- Ability to manage multiple tasks and deliver to deadlines
- Knowledge of, and interest in, design

Terms and conditions**Salary: competitive****Holidays: 25 days per annum****Hours: full-time, 40 hours per week**

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

Application process

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to applications@designmuseum.org

Please quote job ref: HoFinance/2017 in the email subject header**Closing date for applications: Sunday, 12 November 2017, midnight****Interviews: week commencing 20 November 2017 (first round), week commencing 27 November 2017 (second round)**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

About the Design Museum

The Design Museum is the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

Our mission, vision and values

Our vision

We want everyone to understand the value of design

Our mission

To create the most inspiring, exciting and engaging Design Museum in the world

Our values

Welcoming everyone to the museum and making them feel it's a place for them

Collaborative engaging with many partners to bring our vision to life

Enterprising working hard to make the museum a financial success and build a strong commercial reputation

Provocative challenging people to look and think afresh about design

designmuseum.org