

DULWICH PICTURE GALLERY

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Head of Finance
Working hours:	Full-time; 40 hours per week, will include some weekend and evening work
Term:	Permanent
Department:	Finance
Reports to:	The Sackler Director
Responsible for:	HR Manager; 2 x Finance Assistants
Works closely with:	Deputy Director; Senior Leadership Team; The Chair of the Finance & Audit Committee

Who We Are:

Dulwich Picture Gallery, founded in 1811, is the world's first purpose-built public art gallery. We care for and display our outstanding collection of Old Master paintings within Sir John Soane's pioneering architecture. As an independent gallery, we remain true our founders' purpose of presenting *art 'for the inspection of the publick'* while engaging as many people as possible, of all ages and backgrounds, through our creative programme.

Our Mission:

We are engaged in a continuous process of planning, delivery, evaluation and development in order to unlock the Gallery's unique potential: our location, art and people

Our Vision:

Our mission is underpinned by our vision to secure the Gallery's future as a welcoming, vibrant hub where you - everybody - can Find Yourself in Art

Our Vision in Action:

In the intimate setting of the world's first purpose-built public art gallery
Find Yourself surprised by 'oh-wow' visual encounters
Find Yourself at home in a space where you feel welcome
Find Yourself transported by history and imagination
Find Yourself nourished by creativity and contemplation
Find Yourself connected with paintings and people
Find Yourself in Art

Our Values:

We are a hard-working, high-achieving team that values inter-departmental working and openness. We live out our values in our daily work and decision-making so that they are central to our identity.

We are:

Caring

We care for our collection, our audiences, our communities and each other

Risk Taking

We are ambitious and agile, valuing creativity and considered experimentation

Collaborative

We are open and communicative, creating and sharing opportunities through partnerships and projects

PURPOSE OF THE ROLE

The Head of Finance ensures sound financial management across all areas of the Gallery's activity, including its retail, commercial hire and café operations, which are carried out through its trading subsidiary, Dulwich Picture Gallery Enterprises.

The Head of Finance advises the Sackler Director, the Deputy Director and Trustees on all financial matters, including attending all meetings of the Board of Trustees (5 times p.a.), the Finance and Audit Committee (4 times p.a.) and the Board of the Gallery's trading subsidiary, Dulwich Picture Gallery Enterprises (4 times p.a.) and attends the meetings of the international friends groups and occasional Friends committee meetings.

The post holder:

Oversees the financial management of the business, leading the finance team in a hands-on role with responsibility for the day-to-day financial operations of the Gallery.

Supports and works with all Heads of Departments in the generation and delivery of the annual plan and the management and budgeting of projects, agreeing targets and stretch targets for financial and non-financial key performance indicators.

Provides longer-term financial forecasting advice and support to guide the Gallery's strategy.

Assists the Directorate and Senior Leadership Team in bringing sound business analysis to all aspects of the Gallery's activity, with an eye to ensuring financial sustainability and achieving the best possible commercial practice within the context of a charitable cultural organisation.

As a member of the Senior Leadership Team, contributes to overall Gallery management and delivery of strategic objectives.

Key responsibilities

Financial planning and monitoring

- Prepare the annual budget for the Gallery (incorporating DPGE), and longer-term financial forecasts, for submission to the Trustees
- Provide sound business analysis of current activities and new commercial opportunities, developing business plans where necessary, and ensuring maximum VAT efficiency
- Support individual budget holders in the preparation of budgets and forecasts to ensure effective financial management and to track performance against targets
- Prepare monthly management accounts for DPGE and the Gallery, and present to meetings of the DPGE Board/Gallery Trustees as required

- Support individual budget holders to ensure effective financial management and to track performance against targets
- As a member of the Senior Leadership Team, contribute to the development of project planning documents ensuring costs are captured and financial risks are highlighted and managed appropriately
- Work closely with the Head of Development on funding applications and reconciliations
- Oversee the work of the Finance Department, ensuring that all accounting transactions are promptly recorded
- Forecast and monitor the Gallery's cash flows and manage banking including the investment of short term cash surpluses
- Liaise with the external investment managers of the Gallery's funds
- With the Deputy Director, liaise with the Friends of Dulwich Picture Gallery, the American Friends of Dulwich Picture Gallery and the Canadian Friends of Dulwich Picture Gallery over their support for the Gallery ensuring monies are received in a timely manner and statutory reporting duties are complied with

Accounts and statutory reporting

- Establish and maintain effective systems and processes for accounting, reporting and internal control
- Prepare the consolidated accounts for the Gallery, in compliance with the charity SORP, and separate accounts for DPGE, and submit to Gallery Trustees and DPGE Board for approval
- With the Director and Deputy Director, prepare summary financial statements and commentary for the Gallery's annual review
- Arrange for the annual audit to be carried out and provide all necessary assistance to the auditors in carrying out their work
- Ensure all reporting and filings to relevant statutory authorities (Companies House, Charity Commission) are completed as required and kept up to date
- Act as Company Secretary for DPG & DPGE and as Treasurer of the American Friends of Dulwich Picture Gallery and the Canadian Friends of Dulwich Picture Gallery
- Oversee submission of reporting to HMRC
- Ensure that enquiries from Office for National Statistics and other Government agencies are dealt with in a timely fashion

Risk management

- Ensure that the Gallery's and DPGE's risk registers are kept up to date and provide a useful tool to management and Trustees in decision making
- Arrange insurance cover for appropriate risks, as agreed by the Trustees
- Maintain and promote sound systems of internal control

Personnel and staff development matters

- Work with the HR Manager to ensure payroll is accurate and that flexible and casual staff are contracted appropriately and paid in a timely manner
- Ensure that appropriate pension arrangements are in place and advise on changes to existing schemes
- Understand and monitor regulation, legislation and industry developments and how they will impact the Gallery

Other

- Ensure that the Gallery acts in accordance with its constitution and with legal requirements including the relevant Charities Acts and Companies Acts
- Promote good practice in procurement in order to obtain value for money for the Gallery
- Obtain legal, taxation and other advice as appropriate

PERSON SPECIFICATION

Essential attributes

- CCAB or equivalent qualified accountant with at least 3 years' post-qualification experience
- Excellent inter-personal skills and the stature to command respect both within and outside the organisation
- Significant experience of budgetary monitoring, business planning, forecasting and analysis, and management reporting
- Ability to take a hands-on approach towards managing the Finance team in ensuring appropriate processes and controls are developed/in place
- Excellent commercial acumen
- Ability to communicate financial information to non-financial audiences
- Ability to take a structured approach to own workload and prioritise appropriately
- Experience of managing staff and leading teams
- Excellent excel and IT skills and understanding of financial systems and reporting tools
- Experience of optimising VAT recovery, preferably including partial exemption and grouping
- Experience of the charity sector and of Gift Aid

Desirable attributes

- Experience of delivering a new accounting system (SAGE)
- Understanding of investments
- Up to date knowledge of good HR practice
- Interest in culture and the arts

TERMS AND CONDITIONS

Salary Range: Band E, Senior Leadership Team, c. £41-55k dependent on qualifications and experience.

Working hours: 9am to 5pm - Monday to Friday with one hour break for lunch. Some evening and early morning attendance will be required.

Leave entitlement: 25 working days per annum plus all statutory holidays. In addition two additional days may be offered at the Gallery's sole discretion.

Pension: The Gallery auto-enrols staff into a pension scheme in accordance with Part 1 of the Pensions Act 2008; employees contribute 3% and the Gallery 6% into this scheme.

Application Process: The deadline for applications is 9am on Monday, 26 November 2018. Interviews will take place on Friday, 7 December. To apply, please send your CV and covering letter outlining your suitability for the role to recruitment@dulwichpicturegallery.org.uk

The Gallery regrets that it does not contact applicants who have not been short listed for interview.