



SIR JOHN
SOANE'S
MUSEUM
LONDON

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REG CHARITY NO: 313609

Management Accountant

3 days a week

Salary: £21,735 for a 3 day week (£ 36,225 FTE)

Founded in 1837, Sir John Soane's Museum is the third oldest museum in London, and is widely regarded as the best house museum in the world. The Museum contains Sir John Soane's collections of antiquities, furniture, models and paintings as well as architectural drawings and a fine Library. It is a national museum under the Department for Culture, Media, and Sport (DCMS). This role is central to the Museum's financial affairs, as well as those of its trading subsidiary *Soane Museum Enterprises* and an independent charity *Sir John Soane's Museum Trust*.

Overall purpose of the role

The Management Accountant is responsible for ensuring that the staff and Trustees are supplied with timely, accurate and relevant financial information. This includes budgets for the Museum, trading subsidiary, individual departments and capital and revenue projects as necessary, as well as quarterly management accounts, cash flow and forecast, with additional analyses and reports as necessary.

This is a demanding post requiring attention to detail, the ability to take an overview and to make progress with several tasks in parallel. It is also an exceptional opportunity to work in a small and friendly environment at a busy and challenging time. The ideal candidate will have some understanding of the museum sector and an interest in the work of a high-profile National Museum.

The Finance team is headed by the Finance Director and in addition to the Management Accountant there is a Finance Manager and Finance Assistant. The Museum employs around 75 members of staff (45 FTE).

Key responsibilities:

- Preparation of management reports, accurate quarterly forecasts and assistance with preparation of the year-end financial statements.
- Preparation of information for regular and ad hoc returns to DCMS and other external bodies.
- Ensure compliance with donor restrictions, public and charitable sector regulations and guidelines.
- Analysis of Museum-wide income and expenditure streams to monitor and improve efficiency and profitability.
- Provide and review financial information for funding applications.

- Key to the successful execution of these duties would be an understanding of financial information in relationship to the activities of the Museum and to explain these clearly to the Senior Management Team and Trustees.
- To provide the Board of Directors of the trading subsidiary, *Soane Museum Enterprises*, with relevant financial and management accounting information and to attend the quarterly meetings as required.
- With the Finance Director, ensure compliance with the Treasury publication 'Managing Public Money', Financial Reporting Manual (FReM), the Framework Document issued by DCMS, Cabinet Office control of Civil Service Pensions and the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP FRS 102).
- As part of the finance team, work with the auditors of the Museum and SME and the internal auditor.
- To work with the Finance Director liaising with DCMS on financial and other matters and developing a good working relationship. This includes completion of annual and other reports including the Museum's submissions for the periodic Spending Reviews.
- To maintain financial and internal control systems, mindful of the requirements of the Finance, Audit and Risk Committee, internal audit and the NAO.
- To provide papers in a timely manner for meetings of the Trustees and their Finance, Audit and Risk Committee and to attend meetings, as required.
- To contribute financial expertise to Museum-wide projects and initiatives.
- Work one day a quarter on the weekend rota to support front of house staff (for which TOIL is given).

Person Specification

- Educated to degree level or equivalent experience with an accountancy qualification ACA/CIMA.
- Good technical knowledge of relevant Accounting Standards.
(Knowledge of government accounting would also be desirable.)
- Experience ideally within the charity/not-for-profit sector or an understanding of compiling charity SORP and company accounts.
- A broad understanding of VAT requirements (including partial exemption methods) and other taxation issues such as the operation of Gift Aid in the charity sector and corporation tax within trading subsidiaries.
- Excellent communication skills with a willingness to take a hands-on approach. The Museum has only a small staff covering a multitude of disciplines working closely together in a cooperative environment.

- An ability to prioritise workload and use initiative with problem solving skills and attention to detail.
- Excellent IT skills, including advanced Excel, and a working knowledge of accounting systems, preferably with direct experience of Sage.
- An interest in the museum sector.

Remuneration

This is a 3 days a week post at a salary of £21,735 pa, (£36,225 FTE)

16 days annual leave plus (pro-rata of 26.5 days) and pro-rata Bank and public holidays

Museum staff can choose to join an excellent, defined benefits pension scheme, the Principal Civil Service Scheme Alpha. The Museum provides an annual season ticket loan.

We have Hybrid Working and this post-holder can work for 1 day a week at home, on the completion of the 6 month probationary period.

Our policy allowing flexible start and finish times means that staff can choose to start work between 8.00am and 10.00 am in the morning and finish correspondingly between 4.00pm and 6.00pm.

Our Annual Report can be found in the 'Governance and Management' section of our website www.soane.org.uk

Applications:

The deadline for applications is 9.00 am on Monday 22 January 2024.

Interviews will be held on Friday 2 February 2024 in the Museum.

Please apply by sending a covering letter describing how you meet the criteria for this post with your CV and the names and email addresses of two referees to **recruitment@soane.org.uk**