

**FINANCE DIRECTOR**

**Role Profile**

Reports to: The Deborah Loeb Brice Director

Line manager for: Finance Manager and Finance Assistant

Contract: 9 months’ parental leave cover August 2021 – 30 April 2022

Location: Hybrid working – Museum and home-based

Salary: c£55,000 pa

Overall purpose of the role

Sir John Soane’s Museum, a national museum under the Department for Digital, Culture, Media, and Sport (DCMS), is seeking an Interim Finance Director as a key member of its Senior Management Team (SMT). 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*. The Finance Director is responsible for the day-to-day financial management of the Museum; ensuring that it fulfils its charitable objectives and corporate governance requirements.

This is a demanding post requiring attention to detail, the ability to take an overview and to make progress with several tasks in parallel while working under pressure. 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.

Key responsibilities:

* To manage the financial affairs of the Museum and support the Deborah Loeb Brice Director in his role as Accounting Officer with advice on all financial and budgetary matters, ensuring Trustees and Managers are supplied with timely, accurate and relevant financial information. This includes business plans, 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. 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 Director, SMT, and Trustees.
* To act as a Company Director to the trading subsidiary, *Soane Museum Enterprises,* and to provide the Board of Directors with relevant financial and management accounting information as required.
* To act as Company Secretary to *Sir John Soane’s Museum Trust,* an independent charity to which the Museum provides administrative, accounting and fundraising services. This also involves supporting the Trust’s Board of Trustees, production of reports and financial information as required and production of the Trust’s 2021 Annual Report & Accounts.
* To 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).
* To oversee the final stages of the audit of the 2020-21 consolidated accounts and ensure the final audited Annual Report & Accounts are ready for approval by the Trustees and presentation to Parliament in the autumn. This includes working closely with the Management Team, Internal Auditor, National Audit Office (NAO) and DCMS. Also, to facilitate the NAO’s planning and interim audit in relation to the 2021-22 financial year.
* To liaise with DCMS on financial and other matters, developing a good working relationship. This includes the monthly claim for Grant-in-Aid, completion of annual and other reports including the Museum’s submissions for the upcoming Spending Review, and an ability to tackle such matters as efficiency savings, modernisation, transparency and resourcing into the future.
* To oversee the payroll and pensions functions and to cost and co-ordinate any pay review and provide information and advice to the Remuneration Committee, alongside pay remit submissions to DCMS.
* To provide any financial returns and reporting required by the Museum’s continuing response to the pandemic, including reporting to DCMS on the Museum’s support package allocations.
* To maintain and review financial and internal control systems, mindful of the requirements of the Finance, Audit and Risk Committee, internal audit and the NAO. This will include updating the financial elements of the Risk Register.
* To provide papers in a timely manner for, and attend meetings of, the Trustees and their Finance, Audit and Risk Committee and review draft minutes of the Committee meetings, prior to submission for approval.
* To participate in Museum events from time to time. These may include events such Patrons’ events and private views which usually take place weekday evenings at the Museum. Work one day a quarter on the weekend rota to support front of house staff.

**Person Specification**

* A qualified accountant (CCAB or CIMA) educated to degree level with evidence of progressive career development and a number of years’ experience, ideally within the charity/not-for-profit sector. Knowledge of government accounting would also be desirable.
* An understanding of compiling charity SORP and company accounts as well as company secretarial duties.
* 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.
* Experience in forward planning, policy formulation and implementation, staff management and control of budgets.
* Excellent communication skills with a willingness to take a hands-on approach and an ability to make decisions. The Museum has only a small staff covering a multitude of disciplines working closely together in a cooperative environment.
* 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 full-time post at a salary of c£55,000 pa, with 26.5 days annual leave plus Bank and public holidays (pro-rata for the 9 month contract).

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.

Our Annual Report can be found in the ‘About Us’ section of our website *www.soane.org.uk*

**Background information**

The house-museum of the celebrated Regency architect, Sir John Soane, displays his varied and idiosyncratic collections just as he left them on his death in 1837. This National Museum receives more than 130,000 visitors a year and employs the equivalent of around 45 staff, with full programmes of education, exhibitions, research and publication. The number of visitors has been reduced whilst social distancing is in place and our on-line presence has increased.

The Museum receives government funding from the DCMS. The Senior Management Team, of which the Finance Director is a member, recently launched an updated Strategic Plan to ensure financial resilience in the challenging period of opportunities that lie ahead.

The Museum is a Registered Charity no. 313609 , governed by unincorporated Trustees and constituted by the Sir John Soane’s Museum Order. The Museum is VAT registered and reclaims VAT under Section 33(a) as a National Museum. The Museum is a Non-Departmental Public Body (NDPB) sponsored by DCMS, and as an employer, it is committed to equality of opportunity, diversity and inclusion and welcomes applications from all backgrounds.

**Applications:**

The deadline for applications is 9.00 am on Monday 21 June 2021

Interviews will be held during week beginning 28 June 2021

Please apply by sending a covering letter and CV to **recruitment@soane.org.uk**