

## **Head of Finance**

### **Background**

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

### **Role**

The Head of Finance has responsibility for the operational management of the Whitechapel Gallery's finance function, and provides support to the Finance Director in the strategic financial management of the organisation.

### **Accountability**

The Head of Finance is line managed by the Managing Director, who serves as Finance Director.

.....

### Job description

## **Duties and Responsibilities**

### **Financial Management**

- Overall responsibility for accounting, management and control within the finance function of the Whitechapel Gallery
- Management of the day-to-day work of the Finance department, ensuring timely and accurate completion of all financial processing
- Proactive development and documentation of all departmental systems and processes, incorporating external sector developments, to improve efficiencies
- Line management of Senior Finance Officer, supporting continuous personal and professional development
- Review departmental performance in line with organisational guidelines, and with HR deal with any personnel matters arising

### **Accounting**

- Coordinate with SFO all month end processes
- Reconcile all relevant control accounts as per agreed schedules
- Process and reconcile income in consultation with other departments, e.g. Development, Editions, Visitor Services etc.
- Manage all postings relating to stock sales, stock adjustment and reconciliation
- Oversee monthly payroll process, either in liaison with external provider or through management of in-house system
- Liaise with FD and external auditors during annual audit process

### **Systems Development**

- Proactively work to improve efficiencies through continual systems review and development, in liaison with FD
- Keep up-to-date with best practice and technical / systems developments in the finance field
- Maintain and update all systems and process documentation

### **Reporting**

- Produce monthly consolidated management accounts for FD's review
- Assist SFO in production of monthly subsidiary management accounts
- Produce cash flow and balance sheet projections as per agreed schedules
- Assist FD with preparation of statutory accounts as required
- Ad hoc reporting as required by FD

### **Compliance**

- Keep up-to-date with VAT, PAYE and other relevant tax legislation
- Prepare the annual Inland Revenue return for PAYE and other returns as required
- Assist FD with quarterly VAT returns

### **Administration**

- Implement and manage departmental archiving and file management policies
- Ensure departmental compliance with audit recommendations

## **General**

- Make regular presentations to staff meetings on finance department matters
- Ensure adequate departmental holiday cover in place at all times
- Provide support to organisational initiatives / projects
- Maintain key stakeholder relationships, e.g. bank
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Deputise for FD up to board level where required
- Any other duties as deemed necessary by the Finance Director

## ***Person Specification***

### **Essential**

- Excellent accounting skills and experience
- Appropriate accounting qualification (ACCA, CIMA or equivalent)
- At least three years experience working in a finance role in the charity sector
- Strong systems development skills and experience
- Familiarity with Charity Commission and legal requirements and recommended practice for internal financial controls for charities
- Strong IT skills and experience, including
  - Microsoft Excel (intermediate and above), Access, Word and Powerpoint
  - Sage 50 Accounts Professional or similar accounting software
  - Sage Payroll or similar payroll system
  - Design of data transfer routines between systems, e.g. ODBC
- Excellent working knowledge of VAT, PAYE and other relevant tax legislation
- Experience of producing management accounts
- Proactive and positive working approach
- Excellent people management skills and experience
- Strong administrative skills and meticulous attention to detail
- Proven ability to work under pressure and methodically on a variety of tasks
- Excellent verbal and written communication and presentation skills
- Understanding of and empathy with Equal Opportunities practice

### **Desirable**

- Knowledge of and interest in contemporary visual arts
- Experience of using The Raiser's Edge database
- Experience of Creative Sector Tax Reliefs

## **Conditions of Work**

- Permanent Contract: Full Time
- Hours of work: 9.30am – 5.45pm, Monday to Friday, plus some occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: up to £42,000 depending on experience
- The period of notice is 3 months in writing on either side
- Probation period: 6 months

### **In addition, the benefits you are eligible to receive are, subject to availability:**

- 25 days annual holiday (pro rata for part-time staff)
- Option of 5% of your gross salary provided as employers' pension contribution
- Discount from the Gallery bookshop
- Discount from the Whitechapel Café/Bar
- Discounts on editions (one per edition) and publications
- Training opportunities
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)
- Option to participate in the Childcare Voucher scheme.