

## **Senior Finance Officer**

### Job description

#### **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 Senior Finance Officer has responsibility for accounting duties as a vital part of the Whitechapel Gallery's finance function, and provides support to the Head of Finance in the operational financial management of the organisation.

#### **Accountability**

The Senior Finance Officer is line managed by the Head of Finance (HoF).

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## **Duties and Responsibilities**

### **Accounting and Ledger Management**

- To have overall responsibility for managing the sales, purchase and bank ledgers for Whitechapel Gallery
- Responsibility for ensuring the correct recording of expenditure to comply with the requirements of the HMRC *Museums and Galleries Exhibitions Tax Relief*
- Delivery of timely and accurate transaction processing, income and expenditure posting, ledger reconciliation and customer, supplier and bank liaison
- For sales ledger, to raise and post sales invoices as required, including close liaison with internal departments to ensure correct coding; distribution / delivery of sales invoices as required; credit control in conjunction with relevant stakeholders; filing and general sales ledger administration according to departmental procedure
- For purchase ledger, to post invoices as received and maintain systems, including close liaison with internal departments to ensure correct coding; management of weekly payment runs, liaison with suppliers, preparation of BACS reports and correct posting of bank transfer; filing and general purchase ledger administration according to departmental procedure
- For bank, accurate posting of relevant transactions; handling and regular banking of cash receipts; regular reconciliation of all accounts for approval by HoF; correct posting of foreign currency transactions and exchange differences; filing and general bank account administration according to departmental procedure
- Collation of monthly payroll data
- Processing of monthly payroll, either using external agency or in-house system
- Management of pension scheme contributions
- Management of other forms of income and expenditure activity, including petty cash and other expenses
- Other accounting duties as required by HoF

### **Reporting**

- Production of subsidiary management accounts with HoF assistance
- Supply regular debtor, creditor, bank, reconciliation and other reports to HoF as agreed
- Supply other ad hoc reports as required by HoF or MD

### **Compliance**

- Support HoF in managing compliance with tax, VAT, reporting and other statutory regulations as required
- Responding to VAT and other compliance queries in conjunction with the HoF
- Keeping up-to-date with sector developments

### **Systems Development**

- Proactively work to support HoF in ongoing systems development
- Keep up-to-date with best practice and technical / systems developments in the finance field
- Support HoF to maintain and update all systems and process documentation

### **Administration**

- Ensure all administrative requirements of accounting duties are met, including filing,

rotation and disposal of financial documents according to agreed procedures

- Support HoF to manage departmental archiving and file management
- Support HoF to ensure departmental compliance with audit recommendations

### **General**

- Make presentations to staff meetings on finance department matters as required
- Provide support to organisational initiatives / projects
- Maintain positive stakeholder relationships with customers, suppliers, banking staff and others as appropriate
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Any other duties as deemed necessary by HoF

### ***Person Specification***

#### **Essential**

- Excellent bookkeeping and accounting skills
- Qualified to AAT level or other equivalent accounting qualification
- Relevant experience in a finance department of three or more years
- Experience of producing management accounts
- Good working knowledge of VAT
- Proactive and positive working approach
- Excellent administrative skills
- Meticulous attention to detail
- Proven ability to work under pressure and methodically on a variety of tasks
- Excellent verbal and written communication skills
- Previous track record of using Sage Line 50 or similar accounting software.
- Previous track record of using Sage Line 50 Payroll or similar payroll software.
- Strong IT 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 £30,000 depending on experience
- The period of notice is 2 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
- Research trips to international art events in addition to exhibition related travel
- 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 Busy Bees Childcare Voucher scheme.