

Application pack

Interim Finance Assistant (Maternity Cover)

Closing date: 10:00am on Wednesday, 25 September 2024



Gavin Jantjes: To Be Free! A Retrospective 1970-2023 at Whitechapel Gallery, London 2024



Zineb Sedira: Dreams Have No Titles at Whitechapel Gallery, London 2024



Sculpting Conversations at Whitechapel Gallery, London 2023



Life is More Important than Art at Whitechapel Gallery, London 2023



Somali Museum: Any-Space-Whatever at Whitechapel Gallery, London 2023



Peter Kennard: Archive of Dissent at Whitechapel Gallery, London 2024

Whitechapel Gallery

Whitechapel Gallery was founded in 1901 with the aim to bring great art to the people of East London. From the outset, the Gallery pushed forward a bold programme of exhibitions and educational activities, driven by the desire to enrich the cultural offer for local communities and provide new opportunities for ground-breaking artists from across the globe, to showcase their works to UK audiences, often for the first time.

From ground-breaking solo shows to thought-provoking exhibitions, the Gallery's focus on bringing artists, ideas, and audiences together, remains as important today as it did over a century ago, as does its commitment to its local communities.

We are proud to be a cultural institution that is locally embedded and globally connected, cementing the East End, as one of the world's most exciting and diverse cultural quarters. We recognise the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.



Our Vision, Mission and Values

Our Vision

The Whitechapel Gallery will occupy a distinctive and radically different position in the social and cultural landscape. We will build on our pioneering history as a place for contemporary art and ideas, translating and animating it for our time.

Our Mission

The Whitechapel Gallery is a ground-breaking art institution that has existed for over 100 years. We make contemporary art and ideas accessible to local and global audiences in the East End of London, recognising the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Our Values

- We are proud to be a cultural institution that is **locally embedded and globally connected**. Whitechapel is a gallery and a geographical location, located accessibly on the high street (with a tube station in our basement!)
- We want our building to be a **soulful and intimate destination** for local, national and international visitors: a social and civic space that is free and open to all.
- **Education** sits at the heart of the Whitechapel Gallery. Our programme emphasises close collaboration with local families, schools and communities, which we value as key stakeholders in our organisation.
- We take risks in programming lesser-known and neglected artists and in **making challenging artworks and ideas accessible** to all our audiences, putting artists and ideas at the centre of everything we do.
- We focus proudly on the work of **women artists and artists of colour**, championing their contribution to contemporary art and society and forging connections with new audiences, partners and participants in the Gallery's programmes.
- We are committed to making the Whitechapel Gallery **a permeable cultural institution that spills beyond its gallery walls**, actively seeking partnerships beyond the Gallery, and creating opportunities for artists and audiences to shape and influence what we do.
- We are unafraid to have **a social and political agenda**, working with artists and ideas that address the key issues and concerns of our times.
- We are dedicated to safeguarding the long-term future of the Whitechapel Gallery by building its cultural, social and political capital and ensuring its **sustainability – artistically, environmentally and economically**.

Interim Finance Assistant (Maternity Cover)

Contract:	Fixed Term (end of contract: 11 August 2025)
Hours of work:	Full-time, 36.25 hours per week. Monday to Friday 9:30am-5:45pm, with one hour for lunch. Due to the nature of the job, some early morning, evening and weekend work may be required. This will be compensated by time off in lieu.
Salary:	£26,700 - £29,700 per annum (depending on experience)
Probationary period:	3 months
Notice period:	6 weeks in writing on either side

The role

The Finance Assistant has responsibility for accounting duties as a vital part of the Whitechapel Gallery's finance function, and provides support to the Finance Manager and Head of Finance in the operational financial management of the organisation. Although experience in a Finance department or administrative role would be beneficial, the role is most suited to a proactive, positive and friendly individual with strong communication skills, ideally with a passion for the Arts.

Accountability

The Finance Assistant is line managed by the Finance Manager.

About you

Essential qualities include:

- Excellent administrative and organisational skills with strong attention to detail
- Proven ability to work under pressure and methodically on a variety of tasks
- Excellent verbal and written communication skills
- Strong IT skills
- Ability to contribute positively to team environment
- Understanding of and empathy with Equal Opportunities practice

Qualities that are desirable for this role are:

- Excellent bookkeeping and accounting skills
- Previous track record of using Sage Line 50 or similar accounting software
- Knowledge of and interest in contemporary visual arts

Whilst the above person specification offers a useful guide to the experience level expected, we welcome – and encourage - applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.

Duties and Responsibilities

Accounting and Ledger Management

- Assist the Finance Manager (FM) in 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; managing Credit Card Return process and ensuring all departments provide all details in a timely manner.
- For bank, accurate posting of relevant transactions; handling and banking of cheques and cash receipts; regular rectification and reconciliation of all accounts for approval by Head of Finance (HoF); correct posting of foreign currency transactions and exchange differences; filing and general bank account administration according to departmental procedure.
- Management of other forms of income and expenditure activity, including petty cash and other expenses. Making sure that all the Direct Debit income from Development is coded correctly, with tax accounted for accurately.
- Payroll – entering payments for payroll and ensuring there are no discrepancies between the input and the output.
- Other accounting duties as required by HoF.

Reporting

- Supply regular debtor, creditor, bank, reconciliation and other reports to FM and HoF as agreed.
- Supply other ad hoc reports as required by FM or HoF.

Compliance

- Keep up-to-date with sector developments.

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

- 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.

Benefits

Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays, or the pro-rata equivalent if you work part-time. Annual leave entitlement is increased every 3 years by an additional day, capped at 5 days.

Pension Scheme

All staff are eligible to participate in the group personal pension scheme, with the Gallery contributing 3-5% of your gross annual salary.

Employee Assistance Programme

All staff have access to our Employee Assistance Programme, which includes a 24/7 compassionate helpline, expert advice and up to six free counselling sessions.

Training Opportunities and Travel Grant

We offer a range of training opportunities and learning programmes, including apprenticeships.

To support your development and encourage exchange with peers, all permanent staff are eligible for a £200 annual travel grant (pro-rata), post probation.

Discounts

Staff receive discount from the Gallery bookshop and from the Townsend Restaurant, both subject to availability. Staff receive discounts on editions (one per edition) and publications (subject to availability). Staff are entitled to a 75% discount on Gallery 2 hire (the hire fee element only) and 50% on all other spaces, both subject to availability.

Cycle to Work Scheme

For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

Exhibitions

For each exhibition at Whitechapel Gallery, staff are invited to a guided tour by a curator.

Most major museums and galleries in London, and some beyond, grant free entry to exhibitions on presentation of your staff card.

Events

Staff can request one complimentary ticket for their own use for each public event at the Gallery, subject to availability.



How to apply

- Please return the application form in PDF format to recruitment@whitechapelgallery.org
- In the email's subject line, type your full name followed by the job title.

We would be grateful if you would fill in and return the Diversity Monitoring form with your application. When the application is received, the Diversity Monitoring form is removed and does not form part of your application. The information from these forms helps us monitor our recruitment campaign's effectiveness.

Unfortunately, due to the volume of applicants for advertised positions, we cannot contact unsuccessful candidates or give feedback on application forms.

If you are still waiting for a response from us by the advertised interview date, please assume that your application has been unsuccessful.

Access for people with disabilities

Please contact the Recruitment Team at 020 7539 3320 or via recruitment@whitechapelgallery.org if you cannot complete this form electronically or would like further access information. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification. If you would like to be considered under this scheme, please opt in on the application form.

Equality, Diversity & Inclusion

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with the Gallery to create an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

