



**HENRY MOORE
FOUNDATION**



Chief Finance Officer

Candidate Information Pack | November 2024

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AllenLane

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WELCOME

Thank you for your interest in joining the Henry Moore Foundation.

The Foundation was established by Henry Moore and his family in 1977 to encourage public appreciation of the visual arts. Today we support innovative sculpture projects, devise an imaginative programme of exhibitions and research worldwide, and preserve the legacy of Moore himself: one of the great sculptors of the 20th century, who did so much to bring the artform to a wider audience.

We are the largest artist-endowed grant-giving foundation in Europe, with ambitions to shape the future history of sculpture through study and supporting cutting edge developments.

Following the forthcoming retirement of our Accountant and the developing role of our Chief Operating Officer to lead on our capital developments, we are now creating the new role of Chief Finance Officer to join our Senior Management Team. We are looking for a candidate who will manage our day to day financial activities and provide financial leadership to help us continue to support sustainability and growth.

I joined the Foundation in 2015 and lead a well established Senior Management Team whose tenures range from 13 to 4 years' service. The SMT is responsible for the day to day management of the Henry Moore Foundation and delivering the strategy set by the Board of Trustees.

The Foundation's mission is to inspire and inform people of all ages and backgrounds to enjoy and appreciate sculpture and to preserve the legacy of our founder by introducing his work to audiences worldwide. Our growing learning and engagement activities have prompted the development of capital works at both our sites to enhance these facilities. The team's passion for sculpture and commitment to reach out to engage new and young audiences is close to my personal interests in arts and educational opportunities.

In these times of hardship for many arts and cultural institutions, the Foundation is fortunate to be financially secure, benefitting from an endowment established by Moore himself that provides for the majority of the annual operating costs. But this does not mean that we rest on our laurels - we continually strive for greater visitor numbers and seek out programme and commercial partnerships in order to deliver our artistic ambitions.

If you are inspired by what we do and would like to join our team to help us achieve our artistic and charitable aims, we very much look forward to hearing from you. Further details about the Foundation are outlined below.

Godfrey Worsdale
Director, Henry Moore Foundation



About us

“Henry Moore changed the way we see sculpture. His Foundation continues to do so today.”

The Henry Moore Foundation is a registered charity, established by one of the greatest sculptors of the twentieth century. We would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international partnerships and touring of our collection; to encourage the study of sculpture; and to support the development of sculpture through our grants programme. We have bold ambitions that require us to capitalise on our assets in order to achieve these aims.

Our primary objectives are to preserve Moore's legacy at his home in Hertfordshire and through exhibitions of the Henry Moore Collections worldwide; supporting the study of sculpture and research at the Henry Moore Institute in Leeds; and awarding grants to sculpture projects in the UK and abroad.

Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet in rural East Hertfordshire where Henry Moore made his home. Moore lived in Hoglands with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation.

Visitors to Henry Moore Studios & Gardens can experience Moore's home and studios and enjoy his monumental bronze sculptures sited in the natural environment as he preferred. There are 72 acres of beautiful countryside estate, from natural meadows and woodland to formal gardens, where visitors can appreciate Moore's work.

Perry Green is also home to the Foundation's large collection of Moore's work from maquettes to monumental bronzes, from carvings to plasters and from drawings to tapestries.

The registered office of the Henry Moore Foundation is in Perry Green, where the finance, HR and central services are based.

Henry Moore Institute, Leeds

The Henry Moore Institute is a world-recognised centre for the study of sculpture in the heart of Leeds. An award-winning exhibitions venue, research centre, library and sculpture archive, the Institute hosts a year-round programme of exhibitions, conferences and lectures, as well as developing research and publications, to expand the understanding and scholarship of historical and contemporary sculpture.

Together with Leeds Art Gallery the Institute manages the Leeds sculpture collection; a partnership that has built one of the most important public collections of British Sculpture, second only to the Tate collection. The Institute also houses and maintains the Leeds Museums & Galleries archive of sculptors' papers. The archive is closely related to the Leeds sculpture collection and the Henry Moore Institute library. Together they provide an important research facility to enable a greater understanding of the history and practice of sculpture. As a part of the Henry Moore Foundation, the Henry Moore Institute leads on the study of sculpture, placing it centrally within current art historical scholarship and actively encouraging new research.

Moore on Tour

The Henry Moore Foundation holds one of the largest and most comprehensive single-artist collections in the world. We organise a busy programme of national and international loans and exhibitions each year, taking the Henry Moore collections to thousands of people worldwide. The extensive programme of collaborative exhibitions over the last forty years is testament to the continued relevance of Moore's art.



Henry Moore Grants

The grants programme has been developed with the wishes of our founder very much in mind, specifically to encourage the public appreciation of visual art, particularly sculpture. Our aim is to promote the development of sculpture, in exhibitions, commissions, collections publications, fellowships, research and development and conferences, through grants to arts organisations. As the largest grant-making artist-endowed foundation in Europe, the Foundation's grants play an increasingly significant role in today's challenging climate of funding for the visual arts. The current grants budget is £750,000 p.a.

Foundation Finances

The Foundation is privileged to be in a stable financial position, being largely financed by a quasi-endowment established by our founder. However, income generated from visitor admissions, retail, licensing, venue hire and fundraising, is vital in enabling us to deliver the Foundation's aims and ambitions, so financial targets are important and monitored accordingly. The annual turnover is circa £6 million.



The Foundation's Aims and Core Values

Henry Moore established the Foundation to encourage public appreciation of the visual arts, particularly sculpture, and to preserve the artist's legacy. Today, we seek to deliver this objective through the following core ambitions:

- I. Deepen and broaden the understanding and appreciation of the work of Henry Moore for both new and established audiences, nationally and internationally, through a programme of exhibitions and loans from the Foundation's collections;
- II. Lead the world in Moore scholarship and act as guardians of his home and collections;
- III. Maintain pre-eminence in the field of sculpture studies through the creation of a meaningful and balanced programme of exhibitions, displays, publications, events and research opportunities;
- IV. Nurture and develop partnerships to increase the reach and resources of the Foundation;
- V. Support the advancement of sculpture by giving financial support to exhibitions; publications; research and acquisitions;
- VI. Raise awareness of the Foundation and build relationships with a range of audiences, nationally and internationally, to grow actual and virtual visitor numbers.

These aims inform strategic decision-making and the allocation of resources to help achieve our ambitions.

The Foundation has developed a set of core values and behaviours that we expect all employees to share and work towards:

Core Values	Behaviours
Generous & Inclusive	Work together, share across teams, nurture relationships and enable others
Respect & Value	Be ethical, respect differences, listen to others and acknowledge effort
Visionary & Creative	Forward thinking, enthusiastic, keep learning, inspire and engage others

Further Information

Details about our programmes and activities can be found on our website <http://www.henry-moore.org>.

Our most recently published Trustees' Annual Report and Financial Statements 2024 can be found here [Final HMF accounts](#).



Job Description

Chief Finance Officer

Contract: Full time (35 hrs/wk) or Part time (28 hrs/wk with commensurate responsibilities)

Location: The CFO is expected to base themselves at Perry Green, Hertfordshire with some travel to Leeds. Up to 2 days/week home working is offered (after completion of handover and induction).

Purpose of the Role

The Chief Finance Officer (CFO) is the senior officer responsible for running the financial activities and ensuring the financial viability of the Henry Moore Foundation (HMF). The CFO acts as the charity's accountant, preparing management and annual accounts, VAT returns, payroll and cash movements. In addition to overseeing the day to day financial arrangements, the CFO regularly reviews internal processes and controls, and the charity's financial capacity and weaknesses, recommending helpful solutions. The CFO is a member of the Foundation's Senior Management Team (SMT) and leads the small Finance team.

Specific responsibilities of the Chief Finance Officer

- As a member of the SMT, contribute towards long term and strategic planning to support the overall development of the Foundation, specifically developing and implementing effective financial strategies and providing transparent financial leadership to support sustainability and growth;
- Provide Trustees with the information and advice required to ensure effective corporate governance and financial viability of the Foundation and its trading subsidiary, including significant financial and compliance matters affecting the Foundation;
- Maintain a good understanding of all of the Foundation's liabilities (contractual, actual and contingent);
- Manage the Foundation's risk register, identifying and minimising risks facing the Foundation and its property, and advise on strategies to reduce long term risks;
- Review and sanction all agreements relating to financial duties, such as contracts for services and information technology assets;

- Provide financial analysis and forecasts, offering professional opinions and advice to colleagues;
- Manage the day to day relationship with the Foundation's investment advisers, confirming trades approved by the Investment Committee and monitoring the value and performance of the portfolio (£90-100 million), managed as a quasi-endowment;
- Manage the Foundation's cash holdings (£5-10 million) for optimum return, preparing cash flow forecasts and moving cash between accounts as required;
- Ensure compliance with relevant regulatory bodies and financial legislation, submitting returns and data as required (e.g. for HMRC, Charity Commission/charity finance SORP, Companies House, Money Laundering Regulations, GDPR, Immunity from Seizure, Artist Resale Rights, ONS etc.);
- Manage the preparation of the annual and longer term budgets with the SMT; and ensure that Heads of Department and budget holders are supported in managing their budgets, including the grants allocation;
- Be responsible for the day to day finance and accounting functions of the Foundation, ensuring that financial information is correct and completed in a timely fashion. This responsibility specifically includes:
 - Preparation of the annual accounts and Trustees' report, and accompanying audit pack for presentation to auditors, and overseeing the annual audit;
 - Preparation of monthly management accounts;
 - Review of all accounting entries in the accounts software prior to preparing management accounts to ensure all income and expenditure is correctly coded and allocated;
 - Review monthly bank reconciliations and reconcile custody, capital investment, deposit and money market accounts;
 - Review and authorise payments via the bank on-line payments system to creditors and grant recipients;
 - Monitor debtors;
- Prepare and submit the quarterly VAT return, including the calculation of business/non-business disallowance of VAT and partial exemption calculation, and advise colleagues on UK and international VAT;
- Reconciliation and control checking of payroll, and arranging bank transfers to employees, HMRC and pension providers;
- Prepare and submit Gift Aid claims and Museums and Galleries Exhibition Tax Relief claims;
- Ensure that up to date, efficient systems, including software systems, are maintained by the finance team and that appropriate controls and procedures are followed;
- Review the expenses policy annually, monitoring and approving the issue of company credit cards and mobile phones as required;
- Maintain the heritage asset register and list of artworks available for sale, ensuring that databases are updated following any sales;
- Oversee all financial aspects of any acquisitions and disposals of cultural and property assets, including VAT, import/export duties and Artist Resale Rights; and draw up consignment agreements for sales of artworks by 3rd party agents;
- Serve as a director of Henry Moore Foundation Enterprises (trading subsidiary);
- Any other duties that may reasonably be required.

Reporting

The CFO reports to the Director.

Direct Reports

- Finance Officer, HMF (P/T)
- Finance Officer, HMFE (P/T)

The post holder also receives clerical support from the Executive Assistant to the COO/HR Assistant, line managed by the COO.

Attendance

The CFO attends the following trustee meetings:

- Board of Trustees
- Investments Committee
- Finance, Audit & General Purposes Committee
- Remunerations Committee (as required)

Person Specification

The following qualifications, skills, experience and attributes are essential [E] or highly desirable [D] for this role:

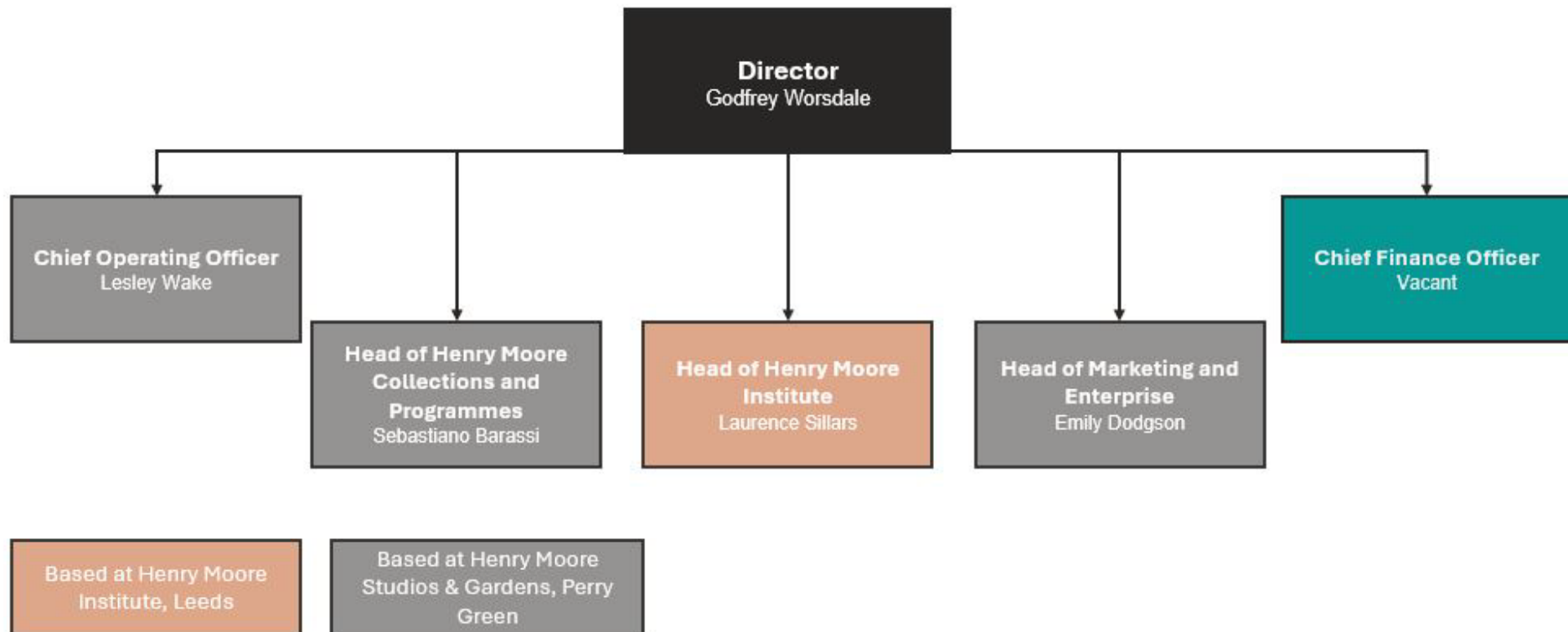
- A chartered, certified or management accountancy qualification: FCA, ACA, FCCA, ACCA, FCMA or ACMA [E]
- At least 3 years post-qualification experience in industry, specifically in the charity sector [E] or cultural sector [D]
- At least 3 years senior management experience [E], ideally in the cultural or charity sector [D]
- Direct management accountancy experience, including reviewing entries in accounts software system, preparing monthly management accounts, annual accounts, quarterly VAT returns [E]
- Recent direct experience of payroll and good knowledge of payroll processes and IR35 regulations [E]
- Experience in significant cash movements and cash flow forecasting [E]
- Excellent knowledge of charity finance regulations and charity accounting (SOFA, restricted funds etc.) [E]
- Detailed knowledge of VAT regulations for both UK and international transactions, including partial exemption processes [E]
- Good understanding of investments and management of an endowment [D]
- Good understanding of money laundering regulations, specifically how these apply to customers of financial institutions [D]

- Knowledge of Gift Aid [E] and tax relief schemes for the cultural sector, e.g. Museums and Galleries Exhibition Tax Relief (MGETR) [D]
- Good general knowledge of UK employment law [D]
- Experience of accounting and payroll software [E], ideally QuickBooks and BrightPay [D]
- Ability to combine a broad vision with detailed financial controls and understanding, balancing financial strategy alongside day to day processing [E]
- Ability for clear thinking, to make good decisions and to uphold the best interests of the charity [E]
- Ability to influence others and challenge limitations [E]
- Ability to adapt to a developing role [E]
- Ability to respect artistic and entrepreneurial ambitions while maintaining a handle on costs [E]
- A good sense of priorities [E]
- Excellent communicator [E]
- Commitment to professional development and keeping abreast of changes in industry/charity sector regulations [E]
- Willingness to undergo advanced security checks (e.g. Enhanced DBS) [E]



Structure chart

Henry Moore Foundation Management Structure





Benefits

- We want to support every employee to be able to give of their best in their job role and we will work closely with you to agree some clear performance goals, which provide you with continual development. We will also support you in your development at work and your career goals.
- The retiring freelance Accountant will provide induction across the day to day accountancy matters as required; the Chief Operating Officer will be available to provide ongoing induction support as required throughout the first six to 12 months in post.
- Enhanced benefits for maternity, paternity and adoption pay.
- Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member.
- Company sick pay (includes SSP) on the completion of 6 months' service.
- Subject to acceptance by the insurers and compliance with the rules of the scheme, permanent employees are entitled to join the Employer's group life insurance scheme and group income protection scheme.
- Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services e.g. managing money, retirement, returning to work after a break, bereavement, advice on caring for relatives, divorce, abuse, etc.
- Vouchers for a free eyesight test for DSE (Display Screen Equipment) users.
- Interest-free loan of up to £1000 to assist with the purchase of annual travel tickets, a car or bicycle to facilitate home to work commuting.
- 20% Discount in the HMF book/gift shops.
- 10% discount in the café at Henry Moore Studios & Gardens.



How to apply

To apply

Please send your CV and supporting statement to hmf@allenlane.co.uk by Thursday 12th December.

The supporting statement should be 2-3 pages maximum addressing the person specification and your motivations for wanting to join the Henry Moore Foundation and make it the best it can be.

Timeline

Application Deadline: Thursday 12th December

Shortlisting: Thursday 9th January 2025

1st stage interviews: Thursday 16th January 2025

2nd stage interviews: TBC

Please note that these dates are only indicative at this stage and could be subject to change. We will try and offer as much flexibility as we can, but it may not be possible. Therefore you are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Contact

We encourage all candidates to discuss the role further before submitting an application. If you would like to discuss the role in more detail, please contact:

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