

JOB DESCRIPTION

COMMERCIAL FINANCE BUSINESS PARTNER

Department	Finance
Grade	C Enhanced
Salary	£40,150 to £44,962 per annum
Hours	35 hours per week, Monday to Friday
Location	London Museum Spaces (London Wall); within a blended working framework that includes some home working, a minimum of two days working onsite per week.
Duration	Permanent
Reports to	Head of Finance
Responsible for	No direct line management

OVERALL JOB PURPOSE

To co-ordinate and deliver effective, consistent and timely business partnering to the Commercial and Visitor Operations teams and to the Trading Board. To support the Leadership Team by:

- Providing effective monthly and quarterly financial reporting to the business, supporting the business through quarterly forecasting, annual planning and budgeting, and year end processes.
- Supporting and advising on specific projects and providing insightful analysis to inform decision making (e.g. the Docklands Masterplan, new museum Commercial Strategy).
- Collaborating closely with other Finance colleagues to strengthen and embed a business partnering approach to working with budget holders and to implement a process for measuring success.

This is an exciting time to join the London Museum on our journey towards opening the new museum at Smithfield in 2026. This is an ideal opportunity for someone who can bring experience of business partnering to the Museum and grow as the role develops over the next few years. Our commercial targets for the new museum are ambitious and we will need to be agile and respond to new income streams, inputting to options appraisals and challenging business cases, and developing new models of planning and forecasting.

This role sits within an experienced finance team and will report to the Head of Finance.

MAIN RESPONSIBILITIES

- Provide expert business partner services to the Commercial and Visitor Operations teams, supporting them in their decision making and forward planning.
- Provide effective financial reporting, quarterly forecasting, annual budgeting and analysis for budget holders, senior management and external parties as required.
- Provide ongoing financial monitoring of spend and compliance with financial controls, identifying any opportunities and risks.
- Building effective working relationship with key teams across the Museum and be the main point of contact for financial queries and support. Deliver training as required to support the business's understanding of their results.
- Collaborate closely with other Finance colleagues to strengthen and embed a business partnering approach to working with budget holders and to implement a process for measuring success.

Reporting

- Deliver monthly financial information to budget holders and input to the Group management accounts, updating commentary and KPIs for the areas supported. Process accruals, deferred income and other accounting adjustments as required.
- Manage the end to end process of production of the year statutory accounts for the Trading subsidiary and be the main point of contact for the external Auditor for the Trading subsidiary.
- Present financial information to the Trading Board of Directors on at least a quarterly basis in a format that is easily understood, with key messages drawn out and variances from budget / forecast clearly explained.
- Reconcile balance sheet accounts relevant to the areas supported, e.g. venue hire deferred income.
- Support the Head of Finance in the production of ad hoc reporting and analysis as required.

Project Analysis and Support

- To provide financial analysis and modelling for business cases and review and constructively challenge business cases prior to approval.
- To implement effective controls for managing, controlling and reporting project finances, including the use of the current finance system where possible.

PERSON SPECIFICATION

Top Essential Criteria

1. Part-qualified or Qualified (CCAB or equivalent) or Qualified by Experience.
2. Demonstrable experience of successful finance business partnering with high standards of customer service and a collaborative business partner approach.
3. An understanding of generally accepted accounting principles and accounts preparation.

Further Essential Criteria

4. Experience in using accounting systems and Excel to provide effective reporting for the business and the ability to turn raw data into clear and useful business information for the target audience.
5. Confident interpersonal and successful influencing skills, capable of building an effective network of working relationships across the organisation with staff at different levels and across disciplines.
6. Self-motivated, demonstrating a commitment to the highest ethical and professional values, with a conscientious and meticulous approach to work and exceptional attention to detail.
7. Interest in arts/culture.
8. Pro-active and flexible approach to seeking solutions to problems.

OUR BEHAVIOURS

CONTRAST & CONNECT



Works well with others and promotes collaboration across the museum

PUT ON A GREAT SHOW



Thinks creatively and strives to deliver the best possible results

KEEP YOUR FEET ON THE STREET



Externally connected and embraces learning, insight and analysis

THE DOORS STAY OPEN

Proactively fosters a culture of inclusion and accessibility

TAKE GOOD CARE



Cares about our assets and resources, for a sustainable future

Find out more about these behaviours, what it's like to work in London Museum and get some top tips on how to make the best of your application here:

<https://www.londonmuseum.org.uk/about/careers/>