

# Whitechapel Gallery

## Director of Finance Recruitment pack

Whitechapel  
Gallery





## Whitechapel Gallery

Whitechapel Gallery was founded in 1901 by the pioneering educators and philanthropists, Samuel and Henrietta Barnett, with the aim of bringing great artists, art and ideas from around the world to the people of East London. Now, over 120 years later, the Gallery is renewing its commitment to our founding mission. We recognise the importance of our pioneering history as a place for contemporary art and ideas that sits in the heart of the East End, and the opportunities that this offers to collaborate and connect with global, diverse communities, locally and around the world.

Over the years, we have grown exponentially in both ambition, outreach and influence, welcoming some of the world's most significant and visionary artists to our East London home; showcasing thought-provoking art and ideas from across the globe (including China, Brazil and the Islamic world); exploring topical, often challenging, themes and issues; and championing local and emerging talent.

We are hugely proud of our history and believe we have a continuing, and important responsibility to expand on our legacy and remit, ensuring our programme reflects the times we live in, speaks to, and with, diverse artists and audiences and enables an even greater range of voices, cultures and visions to rise to the fore. Above all, we recognise the critical role that art can play in firing up imaginations, reflecting lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Gilane Tawadros, Director





## Our Vision and Mission

### 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 Approach

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, whom 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 work with artists and ideas that address and expand thinking around the **key socio-political 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**.





## Director of Finance

### The Role

This is an exciting opportunity for a highly motivated, dynamic and commercially minded individual to join the Senior Management Team of one of the UK's leading public art galleries. Working alongside the Director and Board of Trustees, the Director of Finance oversees the strategic, business and financial management of the organisation. The successful candidate will be a qualified Accountant with a proven track record of operating at a senior level and with the ability to offer insight and challenge for future development whilst ensuring the financial sustainability and growth of Whitechapel Gallery.

The Director of Finance is responsible for the efficient and effective leadership and management of the Gallery's finance, governance and commercial activities. With scrupulously high standards, they will drive the quality and transparency of financial management and reporting, ensuring robust financial controls and the smooth running and management of the Gallery's finances. A key member of the senior leadership team, the Director of Finance contributes to shaping and implementing the Gallery's strategic development.

Candidates will be able to demonstrate a proven ability in leadership and financial control within a complex organisation, managing people and limited resources effectively, delivering results, thinking strategically and inspiring and motivating others. They will need to demonstrate a high degree of energy and agility, with the ability to build highly effective, collaborative working relationships at all levels of the organisation. The new Director of Finance will demonstrate a high level of financial and business acumen and strategic insight and will possess strong analytical and project management skills.

With experience at Board level, they must be comfortable with presenting to Boards and with the ability to develop strategy and present business plans.

Previous experience of the gallery and museum sector would be desirable but is not essential, and applications are welcomed from candidates with commercial, charitable and private sector backgrounds. Candidates must be able to demonstrate empathy with the mission and vision of Whitechapel Gallery and act with a high degree of personal integrity in a diverse cultural environment.



## Key Responsibilities

### Strategy

- In conjunction with the Board of Trustees and Director, develop the long-term strategy to support the mission and vision of the Whitechapel Gallery.
- Work closely with the Director and Senior Management Team to implement the Gallery's strategic plan, particularly in relation to finance and governance.
- Lead on business and commercial planning, maximising opportunities for self-generated income.
- Provide the Board of Trustees with the information required to enable them to analyse plans and proposals and monitor performance against agreed financial plans and strategic targets.

### Finance

- Provide financial oversight of and direction on all financial matters, taking responsibility for the overall financial performance of Whitechapel Gallery.
- Advise the Director and Board of Trustees on all matters relating to financial strategy to ensure the long-term sustainability of the Gallery.
- Provide the Director and Board of Trustees with appropriate, regular, accurate and timely information about the Gallery's finances, including management accounts and cash flow forecasts, budget, and variance reports.
- Advise the Director and Board of Trustees on financial and business policy, including investment management, tax and VAT.
- Lead on financial management and business planning, ensuring that the Gallery manages its resources effectively and efficiently, ensuring its financial sustainability.
- Ensure the statutory accounts and audit are completed in an effective and timely manner.
- Ensure a robust system of internal controls is in place and operates effectively including fraud prevention, debtor management and internal auditing.
- Keep critical processes and controls under regular review, recognising the interdependencies with other parts of the Gallery for accurate and complete financial processing and reporting.
- Optimise the use of the Gallery's finance system in the generation and analysis of financial information.
- Work closely with the Director of Development, providing advice and information to support the Gallery's fundraising.
- Manage effective procurement arrangements and review and negotiate tenders and contracts to ensure best value and performance criteria are met.

## Governance, Compliance and Risk Management

- Act as Company Secretary for Whitechapel Gallery (charity), Whitechapel Gallery Ventures Limited (trading subsidiary) and Whitechapel Gallery Estates Trust Ltd, ensuring that Whitechapel Gallery and associated charities/trading subsidiaries comply with all company and charity laws.
- Manage the Gallery's relationship with Arts Council England across all areas including recurrent revenue, capital and project funding.
- Work with the Senior Management Team to ensure that the Gallery has the IT infrastructure, data and services to support the organisation in the delivery of our mission.
- Maintain the Whitechapel Gallery's Risk Register and ensure that risk assessment, management and mitigation are firmly embedded across the organisation.
- Identify, assess and manage risk, including management of the risk assessment process and Risk register.
- Ensure that the Gallery has appropriate insurance cover for all key insurable risks.
- Lead on critical incident planning and lead on business continuity and financial planning to ensure that the Gallery is well prepared for any crisis.

## Commercial Activities

- Maximise income from commercial activities, including sale of editions and publications, venue hire and catering and bookshop franchises.
- Ensure effective and appropriate management and operation of the commercial activities.
- Ensure that the catering and bookshop franchises provide consistent quality services for visitors and the maximum commercial return for the Gallery.





## Person Specification

The successful candidate will bring the following qualifications, experience, skills and knowledge, leadership style and personal attributes.

### Qualifications & Experience

- Educated to degree level or equivalent.
- A professional accountancy qualification (most likely ACA, ACCA or CIMA) and significant experience in a senior financial management role are essential.
- A track record of successful senior leadership experience in a complex organisation.
- Experience of building and developing a high performing finance function.
- Direct experience of financial management and operational delivery.
- Experience in project management and contract negotiations.
- Demonstrable financial and business acumen, with the ability to produce long-term financial and business plans.
- An understanding of charity and/or gallery and museum sector financial requirements (desirable but not essential).

### Skills & Knowledge

- Strong strategic abilities and administrative and organisational skills with the capacity to guide whole organisational development whilst maintaining direct operational responsibilities.
- Finance literacy (budgeting, cost management, financial planning and reporting) with strong analytical skills and the ability to present financial information clearly and concisely.
- Knowledge of legislation relating to charity accounting, VAT, payroll and pension.
- Knowledge of financial systems and experience of optimising their use.
- A highly accomplished communicator with strong interpersonal skills and a proven ability to operate effectively and efficiently in a diverse environment with a broad range of stakeholders.
- A clear and analytical thinker – willing to be flexible and solution focused and willing to listen to others, as well as take difficult decisions when necessary.





## Conditions of Work

Contract: Permanent

Hours of work: Full-time (36.25 hours)

Monday to Friday, 9:30am – 5:45pm (with one hour unpaid lunch)

Salary: £80,000 gross per annum

Probationary period: six months

The period of notice is six months in writing on either side. During the probationary period this will be reduced to one month notice from both parties.

Due to the nature of the job, some evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.

## Benefits

### Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays. 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 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).



### Discounts

Staff receive discounts from the Gallery bookshop and from the café, 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](mailto: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](mailto: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.

## 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.

