

SERPENTINE



View of the exhibition © Georg Bazelitz 2023. Photo: Hugo Glendinning 2023.

HEAD OF FINANCE (MATERNITY COVER)
Candidate Pack

ABOUT SERPENTINE



Third World: The Bottom Dimension by Gabriel Massan and Castiel Vitorino Brasileiro, Novíssimo Edgar & LYZZA. © Gabriel Massan & collaborators. Photo: Hugo Glendinning.

Championing new ideas in contemporary art since 1970, Serpentine has presented pioneering exhibitions for half a century from a wide range of emerging practitioners to the most internationally recognised artists of our time.

Set in London's Kensington Gardens, Serpentine presents a year-round programme of exhibitions, education and live events, across our two sites in park and beyond. Proud to maintain free access for all visitors, Serpentine reaches an exceptionally broad audience and maintains a deep connection with its local community and is building an avid digital following.

Serpentine looks to the future with a programme responding to the urgent issues of today. Key themes are: ecology and the climate emergency, equity and inclusion, the impact of digital and new technologies.

With the leadership of Bettina Korek, our Chief Executive, and Hans Ulrich Obrist, our Artistic Director, this is an exciting time to join Serpentine, an internationally renowned gallery. You'll be hands on, happy to pitch in and enjoy working in a dynamic environment where no two days are the same. As a member of the Finance and Senior Management teams, you'll have the opportunity to work with different teams across the organisation.

JOB DESCRIPTION

Job Title:	Head of Finance (Maternity cover)
Department:	Finance
Salary:	£80,000 per annum depending on skills and experience.
Main Job Purpose:	<p>Manage on a day-to-day basis the efficient and effective running of all aspects of the financial operation of the Trust and its subsidiary.</p> <p>Responsible for maintaining the highest standards of financial integrity ensuring compliance with relevant legislation.</p> <p>Lead on strategic and operational planning for the organisation ensuring effective forecasting, budgeting, reporting and risk management.</p> <p>Provide a proactive and supportive finance service to staff and management across the charity.</p>
Reports to:	Director of Strategic Operations and Finance
Direct Reports:	Senior Financial Accountant and Finance Business Partner
Liases with:	All levels of contact, internal and external.

MAIN DUTIES

Strategic level:

- Contribute to the development of organisational strategic business plans and future delivery models.
- Lead on the preparation of annual budgets and forecasting.
- Maintain the highest standards of financial integrity.
- Manage all aspects of financial management and ensure financial procedures, policies and systems are up to date and fit-for-purpose.
- Produce efficient and timely management accounts, reports and management analysis of all financial aspects of the Trust and its trading subsidiary in collaboration with the Finance Business Partner.
- Produce the statutory accounts in compliance with Company's Act and Charity SORP in readiness for the annual audit in collaboration with the Senior Financial Accountant.
- Manage risk, governance and regulatory matters including reporting to the Charity Commission, Companies House and other external bodies.

- Ensure that the Serpentine complies with all relevant financial legislation.
- Lead on business process improvement projects to simplify and enhance quality of service and develop strategic solutions to address Serpentine's needs.
- Work closely with other senior managers to empower and enable other departments to be financially literate, improving effectiveness and efficiency.
- Represent the Serpentine externally, by informal networking and formal representation in external partnerships and associations as appropriate.
- Draft commentary on the Trust's financial performance for sharing with SMT and board.

Organisational level:

- Manage the overall day to day financial operations for The Trust.
- Lead on monthly month end closure processes, balance sheet accounting and general ledger management.
- Act as business partner to SMT, supporting the Finance Business Partner to act as business partner to other budget holders.
- Monitor funding budgets and work closely with the Director of Development on donor reporting and funds management.
- Lead the annual audit process and ensure that all regulatory requirements met.

Budgets:

- With the Director of Strategic Operations and Finance:
 - Draft annual organisational budget including bottom-up budgets for each department;
 - Prepare longer term financial forecast; and
 - Prepare budgets and financial reports for one off projects.
- Monitor annual expenditure and cash flow forecast and needs.
- Work closely with all budget holders to monitor income generation targets escalating any issues to the Director of Strategic Operations and Finance.
- Present finance reports tracking budgets against actuals and forecasts to SMT each month.
- Responsible for short-term financial planning.
- Identify cost savings and income generating opportunities where required/relevant.

Cash Flow:

- Ensure effective management of organisational cash.
- Prepare cash flow updates for senior staff and Board members.

Reporting:

- Produce quality, relevant and timely management accounts and financial reports for senior management and the board.
- Ensure there is appropriate control and reporting in place with regards to contracts and grants, including Arts Council England.

- Ensure the Director of Strategic Operations and Finance is kept informed on the financial position, providing commercial advice on the financial implications of future projects.
- Support the Risk Assessment process across the organisation.
- Provide support as required to the Development team to strengthen the business cases of funding bids in collaboration with the Finance Business Partner.

Financial Systems:

- Review all systems and implement new processes to ensure optimal efficiency and effectiveness.
- Ensure operation of appropriate financial controls, including revenue control and credit control.

Annual Accounts:

- Prepare annual accounts for audit and liaise with the auditors.
- Be responsible for implementation of changes in financial reporting requirements.

Tax, VAT and HMRC:

- Ensure management and processing of all the Trust's tax requirements, particularly in relation to VAT, PAYE, Gift Aid and Corporation Tax.

Finance team:

- Lead, manage and develop the Finance team to ensure that a comprehensive financial support service is maintained.
- Ensure the professional development of the Finance team.

GENERAL DUTIES

- Manage relations with external stakeholders such as banks, insurers, auditors and HMRC.
- Be proactive in keeping up to date with external developments in the Charity Finance sector, advising on any changes as necessary.
- Participate in the financial aspects of key projects undertaken by the Serpentine.
- Participate in SMT and contribute to meetings and organisational priorities.
- Attend relevant Serpentine events and represent the Galleries when appropriate.
- Carry out any other duties as reasonably required.
- Be a champion for Arts Council England's Inclusivity and Relevance Investment Principle to ensure best practice through a proactive approach to equality, diversity and inclusion.
- Adhere and actively contribute to all Serpentine policies, including Dignity at Work and Health & Safety.

- Any other activities as are necessary for the operation of the Finance Team and its strategic objectives.

PERSON SPECIFICATION

Qualifications / Professional Development:

- Formal CCAB accounting qualification with experience of managing a complex finance operation.

Skills, Knowledge, Experience and Abilities:

- Demonstrable significant experience of working at senior level contributing and leading on an organisation's strategic plans.
- Strong financial accounting experience including "hands on" technical accounting experience and a willingness to undertake tasks such as project reporting, monthly management accounts, etc.
- Proven experience in financial processing and systems, design and implementation in previous roles.
- Experience of planning and implementing change programmes or process improvement.
- Highly numerate with experience of managing budgets and interpreting financial information.
- Strong analytical skills with the ability to convert data into analysis/information which enable users to understand business performance and make informed decisions.
- Advanced IT skills - excellent user of MS Office in particular Word, Excel, PowerPoint, and Outlook.
- Excellent written skills, administrative, organizational and project management skills – an ability to effectively self-manage workload and meet set deadlines.

Leadership / Management:

- Experience of leading and managing a team of finance professionals with the ability to lead, motivate and inspire others.
- Self-motivated and results orientated.
- Exceptional communication and interpersonal skills at all levels, adaptable to a range of audiences and situations.
- High integrity and openness combined with commitment to good governance.
- Highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.
- Working knowledge of various accounts and database packages.

Behaviours:

- Ability to foster and maintain constructive and professional relationships with colleagues and external stakeholders.
- An entrepreneurial mind-set naturally focused on raising the team's performance.
- Flexible, creative approach and ability to work under pressure to meet demanding deadlines, with the ability to prioritise and manage conflicting demands.
- Sensitive to various cultural differences and able to work effectively in various settings.
- Ability to contribute to a positive internal atmosphere and external perception of the organisation.

This job description is a guide to the nature of the work required of the Head of Finance (maternity cover) and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.

ADDITIONAL INFORMATION & HOW TO APPLY

Salary:

The salary is £80,000 per annum dependent on skills, experience, and qualifications.

Hours:

Our normal office working hours are 10am to 6pm, Monday to Friday, although the jobholder will be expected, within reason, to work such hours outside these periods as are necessary for the proper fulfilment of the role.

We operate a hybrid working model, with employees attending the office 3 days per week with the option to work from home 2 days per week.

Duration of Appointment:

This is a fixed-term appointment until 15 November 2025, subject to a 3-month probationary period.

Annual Leave:

The annual leave entitlement is 25 days per annum pro rata rising to 30 days after 5 years' service. In addition, staff receive 8 Bank Holidays per annum.

Pension:

Participation in Serpentine's auto-enrolment pension scheme. You can opt out if you wish.

Other Benefits:

After completion of your probationary period, we offer other benefits including:

- discount on certain products such Limited Editions;
- access to our employee assistance programme;
- season travel ticket loans and a
- Cycle2Work scheme.

How to Apply:

Please apply with your CV and Cover Letter via Serpentine's website here:

<https://www.serpentinegalleries.org/about/jobs/>

In your Cover Letter, please address:

- How your skills and experiences will bring benefit to the role;
- Examples of how you have applied relevant skills and experience we are looking for in your current or previous work;
- What specifically attracts you to this role and Serpentine.

Closing Date:

The closing date for completed applications is 9 am on Friday, 30 August 2024.



Serpentine South Gallery. Photograph © Harry Richards
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Serpentine North Gallery. Photograph © Harry Richards
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