



JOB DESCRIPTION

JOB TITLE	Head of Finance Business Partnering
DEPARTMENT	Finance
REPORTS TO	Chief Finance Officer (CFO)
DIRECT REPORTS	Finance Business Partner, Assistant Finance Business Partner x 2

Our vision

To be the world's most exciting centre for Shakespeare and theatre experiences.

Our purpose

We use Shakespeare's enduring relevance to ignite the power of theatre to spread empathy and launch cultural experiences that inspire hope at every stage of people's lives.

INCLUSION STATEMENT

People are at the centre of the Globe's work. We create ways to enable our wide community to feel visible, and for everyone's contributions to the Globe's purpose to be heard and respected.

We value and respect individual lived experience and drive inclusion through mindful awareness, empathy, care and belief, with a commitment to regularly improve how we empower and support people to do their best work. We will be honest and acknowledge our present conduct, approach and intention, as everyone works towards a shared common purpose to create greater inclusivity.

This role will actively embed inclusion, anti-racism and access principles into the work of the Finance Business Partnering team.

FINANCE DIRECTORATE

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two iconic theatres, our work harnesses the power of performance, cultivates intellectual curiosity and excites learning.

The Finance department supports the organisation in delivering its charitable and commercial objectives, with the Financial Services team processing transactions and making payments; and the Finance Business Partnering team preparing management accounts, financial statements and providing business partnering to the business.

PURPOSE OF THE ROLE & DESIRED IMPACT



This role is specifically responsible for delivery of appropriate budget reporting that have been the result of future-focussed, strategic and inclusive business partnering relationships across Shakespeare's Globe between budget holders and the Finance Business Partner team.

This team needs to be led by someone who understands where the budget holders are, understand their fears and concerns, understand the reasons behind their previous decisions, and hold them to account whilst inspiring them to work differently to achieve the financial budgeting. This role will be working specifically within and joining up the interdependencies of how the work impacts other work, other teams and other expenditure. You will need to be able to identify where budget decisions have been made driven by emotions rather than by the business and strategy. The ability to get buy-in is important whilst ensuring objectivity is essential. We do not need an enabler of status quo; we need a gentle and collaborative disruptor to drive transformational change.

HOW YOU WILL WORK

You will ensure that:

- monthly income and expenditure, budgets and forecasts, and returns, are timely, accurate and robust.
- advice, reports and commentaries are accurate and give a clear view of issues, risks and required actions.
- budget holders understand their budgets and financial performance in relation to the Globe Strategic Plan and are taking action to address any issues and risks.
- financial analysis and business cases are accurate, timely and robust and clearly communicate the correct message.
- you are supporting the efficient and effective use of finance systems and processes.
- act as the “eyes and ears” of Finance across the Globe.
- partner strategically with the CFO to align Finance Business Partnering priorities with organisational strategy, financial sustainability and transformational change.

WHAT SUCCESS LOOKS LIKE

Monthly Reporting

- Deliver management accounts according to the month end process and timetable, liaising with budget holders and other teams as required.
- Ensure that month end accounting aligns with policy and procedure so that there are “no surprises” at year end and that any reconciliations are performed to a suitable standard.
- Produce quarterly management accounts for the Directorate, analyse key variances highlighting issues, risks and actions.
- Meet with Directors to discuss performance and agree actions to address issues and risks.
- Highlight any ongoing concerns to the CFO and discuss required actions.
- Deliver monthly capital reports in conjunction with the Director of Capital Projects and Head of Estates & Capital Projects.

Advice, Support and Training

- Check that budget holders understand their financial performance from their Finance Business Partner and are taking necessary actions and that they and their teams have adequate support and training to manage their financial performance.
- Balance the use of effective self-service tools and templates with the provision of advice and analysis.

Budgeting and Forecasting



- Understand and communicate the timetables, processes and assumptions for annual budgeting and in-year forecasts to budget holders.
- Discuss budgets for each area with budget holders, providing any analysis and ensuring clear understanding of operational requirements.
- Make effective use of budgeting systems and tools to ensure robust and accurate budgets and forecasts.
- Produce any required commentaries, reports and analysis.
- Maintain budget holder accountability by agreeing and reviewing final budgets with budget holders ensuring that any implications are understood.

Business Model Change and Strategic Planning Support

- For proposals for strategic investment budgets, support submitters with the planning and analysis ensuring that it is relevant to the Globe's strategic plan and highlighting where concerns and challenges might be faced.
- Maintain processes, templates and methodologies for evaluating new business proposals that are robust and effective in conjunction with the Directorate.
- Agree timetables for delivery of financial inputs to new proposals and ad hoc analysis with stakeholders and resource appropriately.
- Provide bespoke advice to stakeholders for non-standard proposals and analysis.
- Monitor existing arrangements ensuring that they are reviewed regularly post-implementation.

Processes and Systems

- Ensure that structures in Business Central are maintained to ensure robust reporting that facilitates financial accountability, value added analysis and efficient, compliant statutory and regulatory reporting.
- Support the effective working of the Business Central reporting and budgeting tools and management reports.
- Monitor all processes and systems used by the Finance Business Partnering team for effectiveness and efficiency and propose remedies for any deficiencies or suggest any improvements.

PERSON SPECIFICATION

Technical

- Extensive Post-Qualification Experience (PQE) with a recognised accountancy qualification and a strong academic background.
- Extensive finance business partnering experience, ideally within the heritage, culture or visitor attraction industries.
- Deep technical knowledge of Charity Commission regulation, with specific, proven experience in technical accounting and financial controls.
- A commercial mindset with the proven ability to challenge the status quo, direct change, and continuously improve processes.

Leadership & Communication

- Visionary, progressive and objective leader.
- Gentle disruptor.
- Experience of managing an evolving team in a complex venue or equivalent industry.
- Strong stakeholder manager, able to deal confidently with all levels of internal and external stakeholders, especially with technical information.



- Strong project management skills and must be able to manage multiple projects simultaneously, working collaboratively with stakeholders.
- Ability to plan and prioritise duties and responsibilities whilst working to tight deadlines.
- Experience in team management and motivation with a demonstrable drive to sustain a first-class operation, inclusivity and engagement.
- Analyses available information to make logical and sound judgments.
- Questions assumptions and seeks further insight to inform decision making. Efficiency and effectiveness.
- Manages conflicting priorities to ensure that objectives are achieved, and deadlines met.
- Anticipates risks and puts plans in place to minimise their impact.
- Suggests simplifications to overly complex ways of working to improve results.
- Delegates and makes decisions within agreed parameters.
- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.



TERMS & CONDITIONS

Permanent, Full-Time

A full set of terms and conditions will be supplied with a contract of employment.

Salary: £67,500 per annum (pro-rata if part-time)

Hours: 35 per week, exclusive of breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked. Requests for flexible working will be considered.

Holiday: The annual holiday leave is 25 days per calendar year (full-time equivalent) plus Bank Holidays. One day of additional annual leave every service anniversary up to 28 days (full-time equivalent). Part-time and flexible working requests will be considered.

Benefits

- Discount in the Globe shop and onsite restaurants/cafes
- Staff discounts via My Globe perks and better Bankside Buzzcard
- Free entry to selected shows, events and activities
- Access to our free employee assistance programme and 24/7 virtual GP service
- Family friendly policies; enhanced maternity, paternity, adoption, and shared parental leave
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans available
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Free Staff Yoga
- Enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time, and the employee will be consulted over any substantial changes.

As a term of employment, you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.