

THE PHOTOGRAPHERS' GALLERY

Posted: 28 March 2024

Post: Head of Finance

Team: Finance

Reports to: Director

Line management of: Finance Manager, Finance Assistant

Contract: Full time, permanent

Location: Predominantly office-based, opportunity for flexible working

Salary: £50,000 – 60,000 pa (dependent on experience)

Holiday: 25 days per year plus bank holidays

Pension: 6% employer and 2% employee

The Photographers' Gallery

The Photographers' Gallery explores how photography is connecting, captivating and radically changing our world today. The Gallery's programme and spaces – from exhibitions, talks, workshops and digital platforms to the galleries, shop and café – all explore the beauty, complexity and future of photography. Right outside the Gallery, the best of contemporary photography is shown for free, day and night, in Soho Photography Quarter. On the borders of busy Oxford Street and vibrant Soho, the Gallery is home to photography experts, novices and the photo-curious; artists and students; locals, tourists and passers-by; and an enthusiastic and committed staff team.

Read more: <https://thephotographersgallery.org.uk/>

The Finance team

The Finance team includes the Head of Finance, Finance Manager and Finance Assistant. The team deals with all aspects of financial management and statutory governance for The Photographers' Gallery Ltd (TPG) and The Photographers' Gallery Enterprise Ltd (TPGE) with a combined annual turnover of circa £4.5m.

About this role

The Head of Finance is a newly created post, following a period of review and refresh in Gallery operations. The role supports the Director to deliver the Gallery's strategic ambitions with accountability for ensuring effective, and value-led, delivery of all financial, human resources (HR), legal and governance related activity. Close collaboration with the new Head of Operations and Enterprise (to be recruited in autumn 2024) is essential to drive revenue generation and enhance the visitor experience, while also delivering effective IT systems and HR, with the support of external specialists.

The Head of Finance reports to the Director and is a member of the Executive Management Team. The role is the Executive lead for the Finance and General Purposes Committee and actively collaborates with the Board of Trustees to ensure seamless communication and alignment across the Gallery's objectives.

Main responsibilities:

- To oversee all areas of financial planning, budgeting and forecasting to ensure optimal use of resources and achievement of key strategic and financial objectives of the Gallery.

- To provide financial analysis to support strategic decision-making and mitigate risks.
- To collaborate with other departments in the Gallery to guide financial operations, evaluate investments, manage HR, and comply with legal and statutory regulation and compliance.
- To foster a culture of good financial practice to drive organisational success, through effective communication and leadership skills.
- To deliver an effective IT infrastructure, working with consultants as required, to ensure effective ways of working, support for visitors and an ability to deliver timely and accurate management information.

Outline of key tasks

Financial management:

- Lead strategic and business planning initiatives, including the annual budget programme, and assist in funding applications with input across the management teams.
- Be responsible for all business, financial and governance aspects of the Gallery, including tax and audit, risk management and legal, with the aid of external professional support where required.
- Act as Company Secretary for the Charity and its commercial businesses.
- Be a key liaison for external stakeholders, including Arts Council England, HMRC, banks, contractors and advisors.
- Support the Finance and other teams in developing budgets, forecasts, risks, and manage stakeholder presentation of these (including to Committees and the Board of Trustees)
- Oversee financial and contract information for HR-related activity, including pay, employment policies, recruitment and staff contracts.
- Work with external HR consultants to ensure compliance with employment laws and regulations, as well as to develop and implement effective HR policies and practices.
- Provide modelling and financial support and guidance for TPGE commercial activities overseen by the Head of Operations and Enterprise
- Support the Director in determining appropriate financial and company structures to deliver the Gallery's objectives.
- Manage the internal and external audit process.
- Work with the Head of Operations and Enterprise in maintaining IT systems and infrastructure, ensuring compliance with data protection regulations and cybersecurity best practices.

Financial procedures, oversight, and reporting:

- Manage TPG's financial operations in line with charity accounting procedures and SORP regulations.
- Maintain a 3-5-year business plan aligned with the Gallery's objectives and values.
- Improve and utilise financial accounting software to make financial processes and reporting as simple and transparent as possible.
- Oversee payroll and ensure compliance, pensions, with VAT, PAYE, and other relevant statutory submissions.
- Oversee monthly reconciliation of Bank, control and balance sheet accounts.
- Submit quarterly VAT returns.
- Manage relationships with external stakeholders such as banks, HMRC, Charity Commission, auditors and tax advisors.
- Oversee ad hoc reporting, projects and collaboration with other departments.

Operational oversight and management:

- Inspire and lead a small finance team, supporting continuous professional development.
- Collaborate closely with the Head of Operations and Enterprise (to be appointed Autumn 2024) and the broader leadership team, to oversee the operational management of Gallery staff and the building.
- Implement and enforce financial policies and procedures to optimise efficiency and effectiveness.
- Liaise with external vendors and service providers to maintain the Gallery's infrastructure and services.

Additionally, team members are encouraged to support the Gallery's broader values and activity, by joining one or more voluntary working groups such as the Staff Forum; Equalities, Diversity & Inclusion taskforce; Environmental Working Group; by contributing to staff/team meetings; and through attending training sessions.

Person specification (to include but not limited to):

The successful candidate will possess proven and considerable experience in business, financial and team leadership, particularly within the creative or charity sectors.

Ideal experience/skills:

- Professional accounting qualification (ACA/ACCA/CIMA or equivalent) with post-qualification experience of leading a diverse team.
- Experience in financial management within creative/charity sectors.
- Experience of operating in resource-constrained environments to deliver objectives creatively with an open and curious approach to change.
- Strong regulatory compliance skills and experience of managing relationships with statutory bodies.
- Ability to contribute to strategic planning and align financial objectives with organisational goals.
- Leadership experience, including managing senior staff and fostering team growth.
- Excellent communication skills for presenting financial information effectively.
- Experience managing the transition of digitising finance systems in a similar organisation, including implementing new digital ways of working and potentially changing software providers
- Proven experience in operational management
- Knowledge of creative sector tax relief and company secretary duties
- Commitment to Equality, Diversity and Inclusion
- Familiarity with Access Dimensions, Sage, or similar accounting software and CRM tools
- Enthusiasm for, or interest in, photography and/or the visual arts

Whilst the above person specification offers a useful guide to the experience level expected, we encourage applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.

The Photographers' Gallery is committed to equal opportunities and we encourage applications from all persons without discrimination. We particularly welcome applications from people currently under-represented in the arts sector, particularly disabled people, and those from Black, Asian and minority ethnic backgrounds. Any materials provided by you as an applicant will be treated as your Intellectual Property. The Photographers' Gallery will only save such materials as part of recruitment and selection process.

To apply please download an application pack from <https://thephotographersgallery.org.uk/about-us/job-vacancies-tpg> and an Equal Opportunities form. **Please note we cannot accept CV-only applications – you must complete the application pack to apply for this role.**

Please email completed applications to vacancies@tpg.org.uk with subject header: **Head of Finance**

Deadline for applications: Tuesday 13 May 2024, midday

Interviews scheduled from: week beginning 20 May 2024



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