

Director of Finance and Resources

Employer: Trustees of the Royal Air Force Museum

Responsible to: Chief Executive Officer

Accountabilities

This is a senior strategic role working at Board level and leading a multidisciplinary team, encouraging every individual to play their part in achieving the Museum's strategic ambitions. The postholder will be involved in all aspects of the Museum's business from large capital projects to day to day financial control, producing accurate and timely financial and management information for the Museum's Senior Leadership Team (SLT) and Board of Trustees.

Main Responsibilities

To act as Director of Finance and Resources to ensure effective corporate management of resources including people, finance, information technology, procurement, legal, asset and risk management, and other designated central service functions.

Finance and Museum Secretary

1. Work closely with the CEO and SLT to develop, deliver and maintain the long-term financial strategy to underpin the Museum's financial sustainability in accordance with its financial framework.
2. Act as the internal audit focal point for the Museum, developing and ensuring probity and the standards expected of a public body and charity set out through Managing Public Money, Charity Commission guidance and other key funders. Provide professional advice and meaningful financial analysis, enabling the Museum to take timely and informed business decisions.
3. Act as Secretary to the Board of Trustees and the Finance, Audit and Remuneration sub-committees and develop and maintain the Museum's strategic risk register
4. Lead the annual budget setting process for the Museum and its trading subsidiary, produce the Museum's annual Financial Statements and its other statutory returns.
5. Lead the Museum's finance team to ensure timely monthly / quarterly financial and management reports for the use of senior management, the Board of Trustees and its sub committees in order to monitor financial performance against budget.
6. Act as the principal point of contact with the Museum's Sponsor Branch within the MOD and other Central Government departments and represent the Museum's Senior Leadership Team with both internal colleagues and external partners and stakeholders.

7. Actively initiate, advise on and support opportunities for commercial expansion across the Museum. Be an active member of its Trading Subsidiary, Royal Air Force Museum Enterprises Ltd. and manage the Museum's investments.
8. Ensure all procurement is undertaken within the Museum's agreed financial procedures, Managing Public Money and the requirements of other partner funding bodies. Oversee all contract negotiation and management and ensure appropriate record keeping.
9. Lead the continued development and monitoring of the Museum's Key Performance Indicators and assist the Senior Leadership Team to evaluate activities and projects to reach decisions to support and further the Museum's strategic goals.

HR, IT and estates

10. Oversee the Museum's Human Resource priorities, embedding a culture that balances high performance expectation with quality support and development for all colleagues, both paid staff and volunteers. Report progress to the Board's Staffing and Remuneration Committee and lead the Museum's long-term planning to ensure that appropriate HR systems and resources are in place.
11. Chair the Museum's Pay Negotiations Committee and lead the annual pay negotiating process on behalf of the Museum's leadership team.
12. Lead the development of the Museum's IT function ensuring it is fit for purpose to support the Museum's core business and the development of its aspirations both commercially and in terms of creative content and communications. Ensure close working between the IT team and the Digital Experience team reporting to the Director of Public Programmes.
13. Support the Head of Building and Engineering Services to plan and deliver long term strategies to ensure the sustainability of all the estate (Cosford, Hendon and Stafford) whilst ensuring well maintained and welcoming spaces for all visitors.

Other role requirements

- Uphold the spirit and the letter of the Museums Association's Code of Ethics.
- The postholder will be based at the Museum's head office located at its London site. However, the SLT is responsible equally for Cosford and London and the Senior Leadership Team is expected to actively lead and be visible at both public sites, as well as supporting the team based at the Museum's Stafford store.
- The postholder will be required to work out of hours from time to time at weekends and / or evenings.

Museum values and ethos

The postholder will be expected to demonstrate the Museum's values in all their day to day interactions with colleagues. They will be a positive influence and role model, acting with integrity and professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff along with them when they / the Museum makes changes and implements developments.

This is a description of the job at present. It is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Museum to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Museum reserves the right to make reasonable changes after consultation.

PERSON SPECIFICATION

	Essential (E) Desirable	Evidence
A qualified accountant with a recognised accountancy body, together with evidence of continuing professional development	E	Application \ Interview
Significant experience working in a senior financial position, including producing and interpreting high quality management information.	E	Application \ Interview
Demonstrable experience at senior management level in finance and company secretarial work	E	Application \ Interview
Experience leading HR functions	E	Application \ Interview
Significant experience of positively influencing a diverse range of stakeholders	E	Application \ Interview
High-level leadership and people management experience with a track record in tackling challenges in a pragmatic and collaborative manner to bring staff along with them	E	Application \ Interview
A knowledge of the charity SORP and VAT applied to charities	E	Application \ Interview
Sound commercial acumen	E	Application \ Interview
Proven IT skills (Microsoft Office, Microsoft Project)	E	Application
Experience in the financial management of major capital projects.	D	Application \ Interview
Experience or knowledge of the fundamentals of health and safety in a visitor-focused environment.	D	Application \ Interview
Experience of negotiating with trade unions and staff associations	D	Application \ Interview
Experience overseeing the estates function of an organisation	D	Application \ Interview
Experience leading internal IT functions	D	Application \ Interview