



# FINANCE DIRECTOR

Application Pack

**JEWISH  
MUSEUM  
LONDON**

## Finance Director

### APPLICATION PACK

<b>HOURS:</b>	<b>Full Time</b> (5 days per week – 39 hours) or <b>Part Time</b> (4 days per week – 32 hours). <b>Permanent Contract</b> We are happy to discuss working patterns at interview stage.
<b>SALARY:</b>	<b>£60,000 per annum (full time equivalent)</b>
<b>LOCATION:</b>	<b>Camden Town, London NW1</b> Whilst some work from home may be possible this role is predominately based at the Museum and may involve travel within London for meetings.
<b>REPORTING TO:</b>	<b>Museum Director</b>
<b>KEY RELATIONSHIPS:</b>	<b>Treasurer</b> <b>Trustee Board</b> <b>Senior Leadership Team</b> <b>External contacts – bankers, auditors, IT support company, key suppliers, etc</b>
<b>ANNUAL LEAVE:</b>	<b>20 days</b> (This is the full time allocation; part time is worked out pro rata). <b>Plus bank holidays.</b>
<b>OTHER LEAVE:</b>	<b>Noted Jewish holidays when they fall on contracted working days.</b> <b>TOIL policy in place</b>

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## 1. Job Description

The Jewish Museum London has undergone substantial positive change over the past 18 months and is now looking ahead to an exciting new chapter in the run up to its 100<sup>th</sup> anniversary in 2032. With new leadership installed at both lay and staff levels and a consultation process about to begin for the development of a five- and fifteen-year strategy the Museum is looking for a new Finance Director to take over the reins from the current incumbent who is retiring in the next few months.

Our Museum is made up of passionate and expert staff and a collection of over 40,000 objects which are both accredited and designated with Outstanding Status by Arts Council England. Our learning programmes hold multiple awards and our visitor feedback is consistently very high, however, we have much bigger ambitions than our current success. The Museum is looking to expand, in space, in profile and in audience reach. We are looking for someone passionate about our potential to lead the Finance and IT function and be a key member of the senior management team to contribute to this success.

The Finance Director will have a pivotal role within the Museum actively contributing to the Museum's reporting and strategic planning. They will also maintain an overview of the organisation's financial affairs, ensuring its financial viability including reserves, cash flow and audit activities - overseeing all financial aspects of the organisation, ensuring that appropriate processes are in place, reviewing budgets and tracking operational metrics.

*Should you wish to have an informal chat about this post then the current Finance Director, David Stein, is very happy to arrange a call by telephone, Teams or Zoom with you. Please find further information about this in the How to Apply section below.*

## 2. Main Duties & Responsibilities

The role of the Finance Director will be to oversee a finance function that is efficient, effective and fit for purpose in order to support the Director and Trustees to make informed decisions. This role comprises several areas including, but not limited to:

### Reporting

- Ensure the production of accurate, robust, timely financial information
- Prepare year end statutory accounts & lead client side of audit process
- Prepare financial reports to funders, as needed
- Produce all other financial reports, as needed

### Strategy and Planning

- Plan and prepare the annual budget, ensuring that it follows the Museum's strategy, business plans and other decisions made by the Director and Trustees.
- Contribute to financial element of strategy and business plans
- Prepare long- and short-term cash flow and reserves forecasts

### Processes, controls and compliance

- Ensure all financial processes and policies are fit for purpose and updated/automated where necessary
- Prepare/collate/review Finance Manual
- Oversee monthly payroll (currently prepared by an external provider).
- Review and authorise supplier invoices, payments and other transactions as per scheme of delegation
- Plan and review periodic retail stocktakes
- Manage Risk Register
- Responsible for all taxation matters - with external advisers
- Ensure statutory financial obligations are met - e.g. Companies House, Charity Commission, HMRC, etc.

### Fundraising bids and projects

- Provide financial information to support funding and project bids.
- Liaise with Fundraising Committee to be aware of all funding options
- Manage the production of the Museum's fundraising and income pipeline.
- Ensure all grant or and donor contracts are properly filed and adhered to

### Commercial & business partnering

- Work collaboratively with colleagues and stakeholders to improve understanding of financial impact and contribute, from a finance perspective, on important finance, commercial and HR matters.

### Supplier relationships

- Supplier management including contract renewals and negotiations in conjunction with Operations Team
- Review 10 year planned maintenance database in conjunction with Operations Team.

**IT**

- Overall responsibility for key IT policies and projects
- Overall responsibility for the relationship with external IT providers
- Liaison with the Operations Team to ensure licences are reviewed and up to date

**HR**

- Take ownership of key HR policies, in consultation with the Director and Trustees
- Managing the annual pay review process in consultation with the Director and Trustees
- Liaise with external HR advisers for major transactions
- In conjunction with the Operations Team, ensure key documents are adhered to and are up to date - eg Policy Handbook, Recruitment Pack, Welcome Pack, Contract templates, etc

**Staff and Trustee relationships**

- Support and line manage the Finance Assistant (currently being recruited)
- Establish strong working relationship with all Trustees, in particular the Treasurer and Chair
- Manage the Finance Committee (FC) with the Treasurer, including agreement of agenda and materials
- Liaise with Director and provide relevant input for Board meetings
- Attend Board meetings and contribute to presentations and discussions where required.

This Job Description is subject to alteration in response to changes in legislation or the Jewish Museum London's operational procedures.

### 3. About the Museum

At the Jewish Museum London we play a vital role in telling the story of Jewish life, history and culture in Britain and in challenging prejudice, provoking questions and encouraging understanding. Our collections are made up of over 40,000 objects that cover themes such as migration, refugees, personal testimony, minority communities, faith and both material and ephemeral culture. Our work is centred around our passion for both bringing these themes to life, and for caring for a collection that includes a Designated Collection of Jewish ceremonial art, considered to be among the finest in the world.

Our mission is to surprise, delight and engage all people, irrespective of background or faith, in the history, identity and culture of Jews in Britain. Our vision is of a world where cultural diversity and the contribution of minority communities are explored, valued and celebrated, for the enrichment of society as a whole.

#### *Being Part of the Wider Team*

The Jewish Museum London is proud of our truly inter-departmental approach to work. This role will be working in particular both with colleagues and Board members and you will often represent the Museum as a whole at external meetings.

#### *Further Information About the Museum*

- Website
  - <https://jewishmuseum.org.uk/>
- Museum Impact Reports
  - <https://jewishmuseum.org.uk/about-us/reports/>
- Annual Accounts
  - <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1009819>
- Recent Press Releases
  - <https://jewishmuseum.org.uk/about-us/press-and-media/>
- Trustees
  - <https://jewishmuseum.org.uk/about-us/trustees/>

#### 4. Person specification

The below experience, knowledge and skills have been identified as key to this post. We recognise that applicants may not possess every item on this specification. Please note that we are instead looking for applicants with the broadest range of experience across the specifications.

##### **Essential**

- Qualified accountant with experience in leading the finance operation of an organisation of a similar (income c £1 million, currently 13 permanent staff) or larger size.
- Demonstrable experience in the charity sector
- Excellent finance-based IT skills including advanced Excel and accounting software
- Understanding of and working within legal and governance frameworks, including knowledge of financial regulations and best practice relevant to Charities (including SORP)
- Ability to support the Director in strategy development; proven ability to translate a strategy into a workable plan and ensure its delivery
- Capability to assess IT needs and efficiency, and lead IT development across the organisation
- Experience of oversight of HR policies and major HR projects or matters
- Excellent communicator, able to vary tone and style for different audiences and produce clear, concise and relevant reports
- Highly organised, adaptable and effective manager, able to manage a varied workload
- Ability to develop efficient systems and processes

##### **Desirable**

- Experience of working with Xero
- Experience and/or knowledge of the museum/heritage sector
- Experience of working with databases, e.g. Epos, CRM, etc

## 5. How to Apply

The Jewish Museum London is proud to be an inclusive and diverse organisation both in terms of its staff, volunteers, trustees and audiences. We welcome applicants from all backgrounds and you don't have to be Jewish to work here. The Museum recognises the Equality Act and the named protected characteristics groups and welcomes applications from those candidates who are least represented within the museum sector.

This application pack was advertised from 9<sup>th</sup> December 2021.

### *To apply:*

- Deadline is **midnight Sunday 16 January 2022**
- Please send your CV and a covering letter explaining your interest in the post and relevant experience
- Email this to [joinus@jewishmuseum.org.uk](mailto:joinus@jewishmuseum.org.uk) with the subject line '**Job Application: Finance Director**'
- The candidates who appear from their application to best meet the person specification above will be invited to interview. It is thus essential that your cover letter speaks to these criteria.
- Please also complete the equal opportunities monitoring form. The link to the online form is on the final page of this pack.

If you would like to talk to us before applying, then please email the same email address with the subject line '**Enquiry – Finance Director**' and a phone call or Teams/Zoom conversation will be set up.

### *Interview Information:*

**First round interviews are scheduled to be held on Tuesday 1<sup>st</sup> February 2022.**

- To assist us in arranging interviews, please inform us if you will be unavailable on that date. We will always look to accommodate those who can't make the scheduled date where possible.
- Please also indicate, at the time of application, if there are any restrictions on you taking up employment in the UK and, if so, provide details.
- Interviews will be held by Frances Jeens (Interim Museum Director) and David Stein (Finance Director)

**Second round interviews are scheduled to be held on Wednesday 16<sup>th</sup> February 2022.**

- To assist us in arranging interviews, please inform us if you will be unavailable on that date. We will always look to accommodate those who can't make the scheduled date where possible.
- Interviews will be held by), Nick Viner (Chair of Trustees), Jamie Beaumont (Treasurer) and Frances Jeens (Interim Museum Director).

Interviews are expected to be in person at the Museum.

## 6. Equal Opportunities Policy

### 1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee's racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Operating Officer is responsible for the effective operation of the Jewish Museum's Equal Opportunities policy.

### 2. The Policy

#### 2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

#### 2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

#### 2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants' and employees' racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

#### 2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

#### 2.5 Visitors, Staff and Outreach

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

#### 3. General

The objectives of this Equal Opportunities Employment policy are

- To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
- Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.

## 7. Jewish Museum Equal Opportunities Monitoring Form

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

Please follow this link to complete the Equal Opportunities Form for this post.

<https://forms.gle/DUT6kVrSskAmyYFx8>

Please note this is optional.

Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.

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