

Job Description

Head of Finance



3 days per week

Responsible to: Director

House of Illustration is the UK's only public art gallery dedicated to illustration and graphics. Founded by Sir Quentin Blake we opened our first public space in July 2014 in King's Cross, London. Since then more than 1m people have engaged with our exhibitions, education and events programmes in London, and nationally and internationally through our outreach and touring programmes.

This is your opportunity to join a unique cultural institution at a vital stage in its development: we have recently acquired a large central London site that will be the focus of a major capital project and become our permanent home. We are due to open this site to the public in late 2022 as the Quentin Blake Centre for Illustration.

Our exhibitions explore contemporary and historic illustration, as well as the work of Sir Quentin Blake, whose archive is pledged to us. We run a pioneering education programme for schools, young people, families and adults, delivered by professional illustrators. We support emerging talent by commissioning new work, hosting residencies and running the UK's largest free-to-attend illustration fair. We programme talks and events with some of the world's leading illustrators.

House of Illustration is a registered charity earning income from a range of sources and fundraising from trusts and foundations, corporate sponsors, individuals, statutory funders and special events.

About the role

The Head of Finance will be a central part of the Senior Management Team and will report to the Director. The post-holder will ensure the effective financial management of House of Illustration and lead on financial reporting, planning and strategy.

In the lead up to our move to new premises at New River Head (Islington), the Head of Finance will have responsibility for both our ongoing finance operations and the financial management of our capital building project. They will work with the Director to develop a financial strategy and the organisation's business model, which will inform a five-year business plan. They will need to develop robust financial systems, processes and controls to support the opening of the Quentin Blake Centre for Illustration at New River Head in 2022.

Main Responsibilities

Business planning and budget management

- Liaise with department heads and produce an annual budget
- Monitor KPIs and control spending in line with agreed budget
- Produce individual project budgets as required
- Work with the Director on the financial model and a new five year business plan
- Maintain an organisation risk register and monitor key risks on an ongoing basis

Financial management and reporting

- Manage the finance element of the Office Administrator role and be responsible for the smooth running of HOI's accounting system (Quickbooks)
- Oversee the production of quarterly management accounts for presentation at the Finance, Governance and Audit committee
- Produce monthly cash-flows
- Attend quarterly Finance, Governance and Audit committee and full Board meetings and report on progress against budget, cash flow forecast and KPIs
- Oversee the management of debtors and supplier relationships
- Oversee loans and compliance with conditions

Statutory reporting and governance

- Manage the annual audit process and produce the audit file
- Work with the organisation's auditors to produce and submit annual consolidated statutory accounts and trading company accounts to Companies House and the Charity Commission
- Take on the role of Company Secretary and ensure timely compliance with all Companies House and Charity Commission reporting requirements including Annual Returns

Building Project Management

- Provide robust financial oversight of the capital project and associated fundraising campaign
- Support the Trustees in obtaining required financing for the building project
- Work with the Director, Trustees and external consultants to ensure a smooth and efficient relocation to the new premises
- Attend monthly building committee meetings

Systems and processes

- Develop and manage comprehensive systems of financial management and control to cover all operations including ticketing, fundraising, admissions and retail; both online and onsite
- Ensure robust procedures around procurement and stock management
- Oversee the organisation's banking needs and update bank mandate and processes as required

Payroll and pensions

- Oversee and sign off monthly payroll and staff expenses. Payroll is managed by an external services provider.
- Ensure compliance with all auto enrolment pension requirements through NEST

Tax

- Liaise with VAT advisors to ensure compliance with VAT rules across all activities and to maximise VAT recovery
- Ensure PAYE payments are made on time and all other HMRC requirements are complied with
- Complete and submit quarterly digital VAT returns using partial exemption rules
- Liaise with auditors to ensure timely completion of corporation tax returns and Museums and galleries tax relief claim
- Process Gift Aid claims
- Keep abreast of developments to ensure all eligible reliefs are claimed

Fundraising

- Support the preparation of fundraising bids and reports by preparing detailed financial information as required
- Work with other members of Senior Management Team to ensure that activities are appropriately monitored and evaluated for stakeholder reports
- Deliver progress and financial reports to stakeholders and funders

Other

- Any other duties that may reasonably be required of this post as directed by the Director

Key Competencies

Essential

- Membership of a recognised accounting body
- Demonstrable and significant experience in a similar role
- Extensive experience of budget and financial management at a senior level
- Good knowledge of VAT and partial exemption rules
- Strong financial analytical skills
- Excellent communication and interpersonal skills and ability to explain complex financial information to non-finance professionals
- Excellent organisational and time management skills
- Ability to work effectively under pressure to meet deadlines and make critically informed decisions
- Strong Excel skills
- Excellent attention to detail
- Ability to work well in a small team
- Commitment to the organisation's aims
- Flexibility, patience and a positive approach to tasks

Desirable

- Experience of working with Trustees in the Charitable Sector
- Good knowledge of charity accounting
- Experience of using Quickbooks
- Interest in illustration and visual arts

Terms and conditions

Salary range

£40-£45K pro rata (£24-£27K actual salary)

Reporting structure

The post holder will report to the Director and will line manage a freelance management accountant and the finance element of the Office Administrator role.

Type of contract

Permanent, with a three-month probationary period.

Hours

Working hours are 3 days per week (7.5 hours per day) with 1 hour unpaid lunch. Normally these hours are worked 9.30am-6pm Monday-Friday. House of Illustration is open to discussion about flexible working.

There may be scope to increase these hours over time.

Job location

The job will be home-based in the first instance but will relocate to an office base in central London.

Benefits

- Annual holiday entitlement of 25 days per annum plus public holidays (pro-rata for part-time posts) and office closure days between Christmas and New Year
- An extra day annual leave per year after 5 years service, up to a maximum entitlement of 30 days per annum
- Pension scheme with employer contribution

How to Apply

To apply please send the following to jobs@houseofillustration.org.uk with the email subject: **Head of Finance**

- A completed Application Form
- A Monitoring Form, which will not be seen by those who are shortlisting or interviewing

Closing date

The closing date for applications is **midnight (BST) on 13 October**. The first round of interviews will be held remotely via Zoom on **16 October** with second interviews taking place the week commencing **19 October**.

Equal opportunities

We will be offering guaranteed interviews for disabled* applicants and those from BAME backgrounds who meet the essential criteria on this job description. Please indicate on your Monitoring Form whether you agree to a guaranteed interview on this basis.

*Definition of disability under the Equality Act 2010: you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

If you have any questions about this role please email jobs@houseofillustration.org.uk.