THE
HOLBURNE
MUSEUM

Housed in a landmark building, the Holburne Museum is one of the UK's most respected regional art museums. Established as Bath's first public art gallery in 1882, with a unique collection of over 9,000 works of fine and applied art, we seek to bring the best art of all periods to Bath through quality exhibitions and an extensive outreach programme delivered by a small, ambitious team. In 2019 we agreed a new Vision to make the Holburne a place that uses art and the Museum's setting to create an open, welcoming, inspiring and empowering space for everyone. At the heart of this vision is the powerful relationship of art, creativity and social and personal wellbeing, encapsulated by our slogan ***Changing Lives Through Art***. We seek to deliver our Mission with **Ambition** and **Innovation**, ensuring that we always do so in ways that are **Inclusive**, of the highest **Quality**, **Relevant** and **Sustainable**.

In the absence of any core public subsidy, the Holburne Museum is entirely dependent on earned and fundraised income normally on a ratio of approximately 55% earned, 45% raised.

The larger part of the earned income is visitor-related, being from ticket sales (and associated donations and Gift Aid) and secondary spend in the Holburne Shop, our Garden Café and car park. The Holburne is committed to growing significantly its earned income through strong programming, dynamic and exciting marketing, an enhanced retail offer, and a Museum-wide entrepreneurial spirit. As well as growing our number of visitors, we are also committed to diversifying our audiences.

The Holburne's fundraised income of approximately £500,000 a year comes from a mix of corporate partnerships, including Bath's two universities, grants from charitable trusts and foundations, and from a family of supporters at different levels.

Over the last three years, the Holburne has experienced a period of rapid change. With a new business model, in 2019 we returned a surplus for the first time and, before the coronavirus lockdown, in 2020 we more than doubled our previous record number of visitors and admission-related income. Emerging from the coronavirus emergency with significant support from Arts Council England and the National Lottery Heritage Fund, we now wish to consolidate this progress so that the Museum can approach its second century with confidence, energy and imagination.

A restructure of the Finance Team has led to the creation of this new role, which is an exciting opportunity to join a major cultural organisation already embarked on a successful journey of change and modernisation.

Job Title	Finance Manager
Reports to	Head of Business and Development
Responsible for	Finance Assistant (0.48 FTE)
Hours	15 hours p.w (0.4 FTE)
Salary	£40,000 per annum pro rata

Purpose:

The Finance Manager is responsible for the day-to-day operation, accuracy and integrity of the financial accounting systems within the Museum. They are responsible for producing monthly accounts, undertaking variance analysis, safeguarding its assets and implementing financial controls. They will work with the Head of Business and Development, manage the Finance Assistant, and provide accurate and timely information and reports to the Senior Team, Treasurer, Board of Directors and stakeholders. They will be a good communicator, with the ability to work with a range of staff across all departments, have excellent analytical and spreadsheet skills, with hands-on experience as well as a formal accounting qualification.

Strategic and Operational Accountabilities

- With the Head of Business and Development, manage the finances of Holburne Museum Trust Company Ltd and the Trading subsidiary and produce accurate management accounts for both companies.

- Contribute effectively to the work and output of the Board's Finance, Audit & Investment Committee and the quarterly Board of Directors meetings.

- Support the wider team in ensuring they have full understanding of their budgets and budget management.

- Contribute to fundraising applications and monitoring reports. As part of the Management Team, help to set and deliver the Holburne's vision and strategic plan.

Key Tasks

- Production of quarterly management accounts, including cashflows.

- Responsible for annual audit process and liaising with Auditors.

- Responsible for the coordination and completion of annual Director's Report & Financial Statements.

- With the Director and Head of Business and Development, produce the annual budget.

- Management of cash balances.

- Quarterly VAT returns for Holburne Museum Trust Company Ltd and its trading subsidiary.

- Manage the Museums and Galleries Tax Relief scheme.
- Oversee and submit gift aid claims.
- Liaise with third party stakeholders – Bank, Investment Managers, and payroll provider.
- Manage and mentor the Finance Assistant.
- Company Secretarial responsibilities, including submission of annual return to Charity Commission and Companies House.
- Other duties relating to the post as and when requested.

Person Specification

Essential

- Formal accounting qualification.
- Proven experience in a similar role within the charity sector.
- Excellent understanding and practical experience of charity accounting, reporting and regulations.
- Very good working knowledge of Sage accounting systems.
- Good understanding and working knowledge of Charity VAT.
- Familiarity with Gift Aid (on charitable donations).
- Very good working knowledge of Excel.
- Ability to work on own initiative and prioritise workload.
- Good communication skills in person and in writing.
- Experience of reporting to a Trustee board, who may not all be financially literate.

Desirable

- An interest in the arts, especially the museum sector.