



Post: Systems Accountant
Reference: TG2492
Band: 3L
Department: Finance
Contract: Permanent
Reporting to: Financial Controller
Location: Millbank, London

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day. You can find further information about Tate on our website: www.tate.org.uk

The Systems Accountant is responsible for maintaining the finance accounting system, Unit 4, for all Tate entities. Working closely with users, Tate's Technology department and the Unit 4 supplier the postholder is key to ensuring the system is available, working efficiently and that any issues are speedily resolved. In addition, the System Accountant manages a schedule of projects, delivering these in collaboration with the system's users and ensuring they are completed on time and to a high standard. This role is part of Tate Gallery's Finance team which is responsible for transaction processing, financial planning, reporting and control for Tate.

Purpose of the Job

To be Tate's expert on all aspects of Unit 4, Tate's accounting system, including report writing, the budget manager (Planner), and providing training on Unit 4 to all users.

Main Activities/ Responsibilities

- Lead Tate's relationship with Unit 4's supplier, liaising with them closely on upgrades, in resolving issues, and undertaking contract management activities.
- Proactively look to improve user experience by ensuring Unit 4's scope is maximised.
- Monitor and measure the success of system improvements.
- Work closely with users to train and upskill them, expanding their understanding of how they can best use the system.
- Manage and run Unit 4 projects across Tate, coordinating and implementing upgrades and changes, minimising down time and impact on users, and ensuring interfaces to other systems are unaffected.

- Work closely with the Technology department on IT infrastructure changes and disaster recovery.
- Act as the centre of excellence for report writing using Excelerator and Browser.
- Work across the Tate Group to ensure all Unit 4 users are set up in a consistent way.
- Create and maintain a manual to document the Unit 4 system.
- Proactively network with other Unit 4 systems accountants as well as attend seminars, conferences, and user group meetings to keep up to date with current practice in the sector.
- Maintain the Finance intranet and web pages.
- Lead in the organisation, storage and archiving of Finance information, both paper and electronic.

Person Specification

Essential

- Significant demonstrable experience of using Unit 4.
- Ability to analyse requirements to maintain and drive the Unit 4 system forward to support user needs and changing processes.
- Proven Prince 2 project management experience.
- Extensive experience of creating and running reports, for example, using SQL and Excelerator.
- Effective interpersonal skills; confident and assertive, able to build rapport with a diverse range of colleagues and develop effective working relationships with staff at all levels within the organisation and with external suppliers.
- Ability to influence, enthuse, and inspire others and be a catalyst for change.
- Experience of explaining technological concepts and information to non-expert colleagues.
- Ability to work under pressure, balance conflicting demands and meet tight deadlines while maintaining attention to detail.
- Self-motivated and proactive, comfortable working on own initiative and work collaboratively with others across a range of departments.
- High degree of computer literacy – able to use word processing, email, spreadsheet, internet applications.
- Understanding of the principles of diversity and inclusion and the ability to apply and promote these in practice at work.
- Interest in and commitment to the work of Tate.

Desirable

- Recognised accountancy qualification.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £33,106 per annum.

In addition, this post will attract a market rate allowance of £21,894 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.

- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our ‘Guidance Notes for Applicants’ document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate’s future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Sunday 10 November 2019 by midnight.**

Our jobs are like our galleries, open to all.

