



## Job description

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| <b>Job title</b>    | Finance Co-ordinator & Personal Assistant to Director of International Partnerships |
| <b>Department</b>   | International Partnerships  |
| <b>Contract</b>     | Permanent   |
| <b>Salary</b>       | £30,848 per annum   |
| <b>Hours</b>        | Full-time, 36 hours per week  |
| <b>Location</b>     | Bankside  |
| <b>Reporting to</b> | Director, International Partnerships  |

## 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

To provide effective and efficient personal assistance to the Director, International Partnerships. To assist the Director in keeping them informed and by monitoring day-to-day IP activity. This work has a particular focus of the financial management of the team's finances, including the coordination of all finances, HR and office management as well as working more widely when required.

## About your team

The International Partnerships (IP) division conceives, develops and curates exhibitions for and with museums, galleries and visual arts organisations globally, to build networks and share programmes and expertise. This is done through a variety of programmes, including international consultancy and training programmes. Parallel to the programme of loan exhibitions from all four Tate galleries, a dedicated strand of international touring programme has been established to enable Tate to work with a wide range of art institutions and share the collection with audiences in many parts of the world, and generate income to support Tate's wider activity.

## What you will do (Main Duties and Responsibilities)

- To provide effective and efficient personal assistance to the Director, International Partnerships
- Managing the Director's diary on Outlook, and ensuring the Director is informed and prepared for all events. Maintaining an open channel of communication with the Director to coordinate and streamline diary management.
- Diary management – arrange all regular and ad hoc meetings, accept and decline invitations, handle telephone and email meeting requests, research biographies, etc.
- Meetings management - prepare and arrange both internal and external meetings on behalf of the Director, organising venues and catering; ensuring agendas and papers are collated in advance and taking minutes of meetings as required. This can include hosting external colleagues, international partners or delegations and can include entertainment booking, preparing hospitality, meeting and greeting, etc.
- Maintain the Director's Outlook address book and key contacts list.
- Manage correspondence, monitoring and distributing as required and ensuring that appropriate follow up is undertaken, including drafting replies as required. Ensure the Director's correspondence with partners is routinely and accurately collected and recorded, for assessment, as well as for the purpose of entering in the contact database.
- Organise travel undertaken by the Director, International Partnerships including transport and accommodation, arranging visas, itinerary production, and collating full briefing papers.
- Assist the Director, International Partnerships in managing their workload and helping to meet deadlines.
- Producing documents, presentations, papers and agendas alongside the Director for both internal and external stakeholders. Creating summarised documentation of the team's ongoing activity, financial reports and future programming.
- Working closely across the International Partnerships team and maintaining an overview and understanding of all ongoing projects, as a key part of this team.

- Creating presentations for the Director and where appropriate, other International Partnership team members, prepare Board papers and activity reports, as required.
- Managing all deadlines for the financial year in conjunction with the Finance department, including annual schedule creation and quarterly reporting for the team.
- Maintain an overview of all departmental budgets and co-ordinate input to annual budget planning process.
- Process invoices, maintain expenditure logs and effective financial management systems and have an overview of the monthly financial reports. Overview and management of the team-wide income and invoicing summary system.
- Management of the debtors report and any required follow-up actions.
- Process the Director' expenses and liaise with the Director and colleagues to approve invoices and expenses.
- Coordinating with and maintaining a close relationship with Tate's Finance team and being the point of contact between the International Partnerships team and accounting.
- Support all HR activity, including maintaining an overview of team annual leave plans and liaise with the Director to approve requests and coordinate recruitment of staff.
- Management of the Ethics and Due diligence documentation for the International Partnerships team, in coordination with internal stakeholders and the team.
- Other administrative tasks, as required.

## What you will bring to the team

Essential:

- Excellent administrative and organisational skills – the ability to manage information including electronic files, filter and provide information for the Director, organise meetings and manage their diary.
- Ability to prioritise a varied workload, work confidentially and accurately under pressure to meet deadlines and work within a fast-paced environment.
- Experience of handling confidential and sensitive information. Effective written communication skills – the ability to draft letters and minutes.
- Ability to manage and monitor budgets and track expenditure.
- Experience working with Microsoft Excel and knowledge of formulas, shortcuts and intermediate levels of data processing.
- Knowledge of contracts and legal processes would be beneficial but is not essential to this role.
- Effective interpersonal skills – the ability to communicate effectively with a wide range of people including senior staff and important visitors.
- A flexible approach to working and good team-working skills – the ability to establish effective and mutually supporting working relationships with colleagues within these departments, across Tate and with external colleagues.
- A proactive approach to the principles of equality and diversity.
- An interest in and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

### Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

### Benefits

- Birthdays off each year
- 25 days leave per year
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- 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

- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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.

## How to apply

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

[www.tate.org.uk/about/workingattate/](http://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 12 May 2024 by midnight. Interviews will be held on week commencing 27 May 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

