



Post: Management Accountant
Reference: TG2493
Band: 3L
Department: Finance
Contract: Temporary up to 12 months
Hours: Full-time
Reporting to: Senior Management Accountant
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.

The Finance Department is responsible for financial planning, reporting and control for Tate. The management accounting team, reporting to the Head of Finance, is responsible for management reporting, forecasting and budgeting. The Financial Controller's team are responsible for statutory financial reporting, audit, tax, treasury and transaction processing. There are also separate finance teams in Tate Enterprises Ltd responsible for the financial management of Tate's commercial subsidiaries.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To promote financial management at Tate and support management decision making at all levels.

Main Activities/Responsibilities

Represent, or ensure representation, on financial management issues within Tate

- Produce, develop and maintain routine management reports using the Unit 4 financial system and other reporting packages.
- Promote financial management at all levels through training and support.
- Support managers at all levels to discharge their responsibilities as budget holders.
- Provide financial and non financial information to Trustees, divisional directors, budget holders, and project managers.
- Support annual budget process culminating in approval of budget by Trustees.

- Regularly monitor and review financial performance to ensure efficient, effective and economical use of resources across the organisation.
- Respond to information requests from government bodies, funders and other external bodies.
- Provide financial input into forward planning process.
- Undertake ad hoc analysis, business cases, option appraisals, and projects as required.
- Gather and monitor key performance measures and benchmarking data.

Maximise effectiveness of financial systems

- Ensure effectiveness of financial systems (Unit 4) in delivering information.
- Keep pace with system developments.

Person Specification

Essential

- A recognised accountancy qualification.
- Effective communication skills in dealing with senior staff and ability to relate to non-financial managers.
- Experience of explaining financial concepts and information to non-financial colleagues.
- Negotiating and influencing skills.
- Ability to work under pressure, in a flexible manner and maintaining attention to detail.
- Ability to consistently meet demanding and often conflicting deadlines.
- Ability to set clear and concise objectives, prioritise and monitor progress of own workload
- Good analytical and financial comprehension skills.
- Experience of working in a team and on own initiative.
- High degree of computer literacy – able to use word processing, email, spreadsheet, internet applications to support your own work and in-depth knowledge of financial reporting packages.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Interest in and commitment to Tate.

Desirable

- Previous Management Accounts experience with a proven track record of budget setting and monitoring in a complex and challenging environment.
- Previous experience of using Unit 4.
- Experience in utilising accounting package report writers.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a temporary contract of up to 12 months.

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 £10,000 per annum

Annual Leave and Public Holidays

Annual leave is 25 working days per annum.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

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 **20 November 2019 by midnight**.

Our jobs are like our galleries, open to all

