



## **Job description**

<b>Job title</b>	<b>Accounts Office Supervisor</b>
<b>Department</b>	<b>Finance</b>
<b>Contract</b>	<b>Permanent</b>
<b>Salary</b>	<b>£30,959 (includes £4k market supplement)</b>
<b>Hours</b>	<b>36 hours a week</b>
<b>Location</b>	<b>Millbank, London</b>
<b>Reporting to:</b>	<b>Financial Controller</b>
<b>Responsible for</b>	<b>Accounts Assistants (4)</b>

## **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](http://www.tate.org.uk)

## **About the role**

To manage the Accounts Office to enable the delivery of a professional and customer-focused Finance service to Tate.

## **About your team**

The Finance Department is responsible for financial planning, reporting and control for Tate, its subsidiaries and associated charities. The Management Accounting team is responsible for management reporting, forecasting, budgeting and business partnering with budget holders. The Financial Control team are responsible for statutory financial reporting, audit, tax, treasury and transaction processing.

# What you will do

## Staff Management

- Line manage 4 direct reports, including responsibility for recruitment, development, performance management, and ongoing supervision and support.
- Monitor the workload of the team to ensure month end and year end timetable deadlines are met.
- Maintain a thorough knowledge of all systems and processes in the Accounts Office to be able to provide cover and training.

## Expenditure

- Ensure invoices and expenses are correctly processed through the finance system and paid on time.
- Ensure good controls and accuracy are maintained over all aspects of the process including supplier setups, quality of data entry, VAT coding and payment runs.
- Ensure procurement card transactions are checked and processed in a timely manner.
- Ensure petty cash and till floats reimbursements are correctly processed and reconciled.
- Manage any significant disputes and enquiries from suppliers.
- Administer the imaging and storage of purchase invoices.
- Assist in the processing of purchase invoices when required.

## Income

- Ensure all income is correctly processed on a timely basis including outstanding items on the bank reconciliations.
- Ensure all sales invoices are raised promptly and match to details on invoice request forms.
- Work closely with the Finance & Legal Coordinator and other gallery staff to ensure payments are received on time and all queries are dealt with swiftly.

## Other Duties

- Manage the month end process including ensuring the month end checklist is complete, all entries are correctly posted, and changing the period processing dates.
- Ensure all outstanding items on the bank reconciliation are posted on a timely basis.
- Ensure that paperwork is prepared for all bank transfers and to ensure that these transfers are correctly processed.
- Ensure all physical and electronic finance records are correctly stored and archived.
- Complete balance sheet reconciliations including intercompany control accounts and till and petty cash floats.
- Work with the Systems Accountant and Finance & Legal Coordinator to identify and correct system issues, including workflow errors.

- Liaise with and provide training to budget holders, administrators, and other gallery staff as necessary.
- Provide cover for other Accounts Office staff.
- Work with the Systems Accountant and other Finance colleagues to improve efficiency, including purchase ordering and expenses.
- Work with the senior Finance staff to ensure that procedures are being followed correctly, including expenses and freelance status (IR35) checks.
- Maintain written financial and desktop procedures for all Accounts Office processes.
- Support the Financial Controller during internal and external audits by preparing the requested analysis and supporting documentation.
- Support and lead on projects as required.

## What you will bring to the team

- Experience of supervising staff - demonstrable ability to motivate and manage a small team.
  - A recognised bookkeeping qualification, studying towards an accounting qualification or wide relevant experience gained through on-the-job training.
  - Effective interpersonal skills - confident and assertive, able to build rapport with colleagues and develop effective working relationships with staff at all levels within the organisation and with external suppliers.
  - Accurate keyboard skills with proficiency in Word, Excel and Outlook applications, as well as experience of computerised accounting systems.
  - Knowledge of VAT accounting.
  - Commitment to the achievement of the highest level of customer service.
  - Ability to deal with matters proactively and efficiently.
  - Proven ability of working well at all levels and within a team.
  - A flexible approach to work.
  - Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
  - Interest in and commitment to the work of Tate
  - Knowledge of Unit 4 and purchase ordering systems.
  - Previous experience of BACS payments.
  - Previous experience of foreign currency payments
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## 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](#).

## 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.

## 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 **22nd July 2021 by midnight.**

