



Job description

Job title	Chief Financial Officer
Department	Finance
Contract	Permanent
Salary range	£125,000 - £140,000 per annum
Hours	Full Time, 36 hours per week
Location	Millbank
Reporting to	Director
Responsible for	Finance, Technology, Estates and Capital Projects

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.

Tate Enterprises Limited is a direct subsidiary of the Board of Trustees comprising three divisions: Tate Commerce, Tate Eats and Tate Business. Through these companies Tate

operates its highly successful trading activities: publishing, brand licensing, catering, retail, and consultancy. All profits go to support the work of Tate.

Tate also has three connected charities: **Tate Foundation**, **Tate Americas Foundation** and **Tate Canada Foundation**. These are independent and do not impact on Tate's operating policies. They work closely with Tate and have the aim of helping Tate fulfil its mission for the public benefit. They further the charitable purposes of the Board of Trustees of the Tate Gallery through active fundraising, investment and membership schemes.

Government funding is received from the Department of Digital, Culture, Media and Sport (DCMS) and the requirements are laid out in Tate's management agreement with the department. Tate is accountable to the public via Parliament for the services it provides. As such, it is required to demonstrate that it is conducting its operations as economically and effectively as possible. Tate supplements the grant it receives from the DCMS through other sources, including trading, membership, admissions to temporary exhibitions and fundraising activities.

The CFO is responsible for all these interconnected income generating activities and for ensuring business efficiencies and a high level of financial discipline is maintained in order to operate a balanced financial position that protects public benefit. The current focus of the organisation is to become financially sustainable for the long term and changes across the structure of the business will be required to enable this.

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

About the role

As CFO, you will deliver strategic, tactical and transparent financial leadership to ensure the continued financial sustainability of Tate and its entities. Working to the Director of Tate, you will ensure the delivery of effective financial and procurement services that together provide robust governance and an appropriate management of risk. You will also work with Tate Enterprises Ltd on commercial related matters including revenue and new business opportunities to improve business performance and support decision-making. You are also responsible for Tate's Estates and technology infrastructure and for capital projects across Tate.

This role has line management responsibilities for the Head of Finance, the Head of Procurement, the Capital Director, the Head of Estates, and the Director of Technology.

This role requires an ambitious, trusted business partner for the Director and Executive team, fostering a culture of integrity and providing supportive challenge and valuable financial insight. The CFO is expected to propose, scope and implement new commercial opportunities and lead thinking about future income generation for a public arts organisation. In addition to the highest level of financial competence, the CFO should possess strong emotional intelligence and be able to play an important role in a broad range of activities related to institutional planning. You must be a strategic thinker and an articulate spokesperson for the objectives and ambitions of Tate. The CFO must develop

highly effective working relationships with Board members, the Executive Group and staff across Tate. You should have an entrepreneurial and creative mindset and be flexible enough to hold the artistic and commercial imperative in constructive balance.

The role depends on creating a culture of transparency, efficiency and trust across the business. The CFO is responsible for managing and motivating individuals to provide a people- focused service to internal and external stakeholders and should model a clear and supportive leadership style such that people can thrive in a complex and often challenging environment. You will also need excellent attention to detail, be a self-starter, be proactive and able to effect positive change. As a one of the most senior leaders at Tate, the CFO must model and foster Tate's values as well as working towards its five-year objectives.

About your team

Reporting to the Chief Executive, the CFO will lead: Finance, Technology, Estates and Capital Projects, and be the Executive Lead for finance and infrastructure matters at committee and board level. You will manage the funding relationship with DCMS and support the development of new business opportunities with Tate Enterprises Ltd.

What you will do (Main Duties and Responsibilities)

Financial

- Conceive and deliver a fit-for-purpose financial infrastructure for Tate including financial policy, strategy and systems, ensuring a seamless service to all sites, divisions and departments, and lead a process of continuous improvement to ensure processes and systems remain current, efficient and cost effective.
- Lead the financial strategy, including budget setting and longer-term planning. Ensure the provision of regular robust financial information to budget holders, Executive Group and Trustees as well as DCMS.
- Ensure that effective financial management is delivered throughout the organisation, its subsidiaries and its related charities, to include Group tax planning and Group cash management including investment policy and management and offering challenge where appropriate.
- Monitoring for income and expenditure to ensure that the organisation meets its financial targets and ensuring systems are in place to identify potential shortfalls in a timely manner.
- Support the Director as Accounting Officer, advising on all matters in relation to public propriety and accountability in respect of the use of public funds, in particular to meet the statutory reporting requirements of the Companies Act and the requirements of the Charities Commission.
- Communicate regularly with DCMS and other government departments and agencies to facilitate funding, undertake reporting and other governance actions or interventions as required.

- Ensure that the finance team deliver high quality financial and management accounting and that the budget holders are clear about the efficient management of budgets and cost control.

Strategic

- Support the significant structural and cultural change programme required to allow Tate to move to a sustainable business model.
- Deliver operational excellence across core corporate strategy planning processes, driving a culture of ongoing continual improvement, recommend areas for improvement and lead the implementation of those improvements.
- Working with the Managing Director, the Chief of Staff and the Head of Governance and Strategy, translate financial and non-financial revenue and qualitative metrics into actionable operating plans in line with the five-year plan to support key stakeholders in driving the business forward.
- Drive the evolution of a business model driven by a triple bottom line of artistic excellence, financial benefit and long-term sustainability.

Governance and Risk Management

- Manage the agendas of the Finance and Operations, Audit and Investment Committees working in partnership with the Director and Trustee chairs to ensure agendas meet delegated responsibilities and move the organisation forward.
- Prepare and present papers to the relevant committees and the Board as required.
- Be responsible for the organisation's risk management infrastructure, overseeing the external audit contracts and programme managed by the Financial Controller, and support the internal audit process managed by the Chief of Staff.
- Ensure a strategic approach to corporate procurement and the material management process for the purchase of direct and indirect goods and services.

Estates

- Support the Capital Director with the delivery of a long-term maintenance and improvement strategy for Tate's varied Estate infrastructure.
- Preparation, submission, and presentation of business cases for Capital Projects and represent Tate in discussion with funding bodies as required.
- Ensure that Capital Project governance is appropriate and lead project boards in line with the Estates Strategy, with due consideration to staff welfare, environmental and visitor needs.
- Ensure the effective allocation and expenditure of capital funds, balancing the long-term needs of the estate with short term opportunities and user requirements.
- Lead on contracts with partner companies for facilities management and support the Head of Estates in managing these contracts.
- Tate has committed to net zero emissions by 2030 from the baseline year of 2007/08. As a member of Executive Group and with responsibility for Tate's Estate, ensure that tangible progress is made towards this goal and encourage new and ground-breaking initiatives addressing the climate emergency.

Technology

- Ensure there is a comprehensive five-year strategy and road map for information systems (including infrastructure, projects, upgrades and replacements)
- Ensure the Technology team are at the forefront of cyber risk knowledge and working with the correct external experts/advisors to minimise risk to the business.
- Ensure the Technology team are running efficiently and effectively and offering the best service to the organisation.

Operational

- Lead, motivate and inspire highly committed and high performing teams, ensuring clear goals and objectives are set, work is effectively organised, and a business partnering approach is fostered and encouraged.
- Develop and grow a team of skillful professionals, ensuring they have the right balance of technical skills and commercial savviness as well as emotional intelligence, and providing opportunities for professional development.
- Deputise for the Managing Director as required.

What you will bring to the team

- A qualified accountant (CA, CIMA, ACCA or CIPFA) with significant experience of government, charitable and commercial accounting, including statutory compliance and working with multiple auditors.
- Experience of working in a complex, multi-site, regulated environment such as a not for profit, charity, or arts sector organisation.
- The ability to analyse problems and issues, put them in a wider strategic context, assess risks and propose creative solutions.
- Experience of driving organisational change to a successful outcome.
- Experience of working in creative commercial environments, where value for money, profit margin and public benefit are parallel drivers for sustainable growth.
- Experience of reviewing systems and processes, as well as delivering and embedding organisational and culture change to improve efficiency and deliver best practice.
- Highly effective interpersonal and influencing skills - able to manage upwards, develop effective working relationships and inspire confidence from people at all levels throughout the organisation and with Trustees, other Board members and professional advisors.
- Able to demonstrate a commitment to managing and developing people and evidence of leading by example to create high performing teams where motivated staff feel that their contribution is valued.
- Clear thinking and solutions focused with the ability to manage competing demands with specific deadlines and make effective decisions whilst working under pressure.
- Excellent written and communication skills to include a proven ability to present and convince stakeholders and write effective reports and policies.
- An understanding of the principles of equality and diversity in the workplace and the ability to apply these in practice at work.
- An understanding of the economic environment, constraints and opportunities facing a public museum or gallery.
- An interest in, and commitment to, the work of Tate and a commitment to its values.

Desirable Skills, Knowledge, and Experience:

- Evidence of Commercial experience and commercial successes
- Familiarity of central government funding and the Spending Review process

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, rising to 27 (pro rata for part time colleagues).
- 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/ 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 25 February 2024 by midnight. We are aiming to conduct interviews week commencing 11 March 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.

