



Post: Financial Controller
Ref: TG2426
Band: 2L
Department: Finance
Contract: Permanent
Reporting to: Head of Finance
Responsible for: Accounts Office Supervisor, Systems Accountant, Finance Officer, Finance & Legal Coordinator
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.

Tate Finance aims to deliver an effective and efficient high quality service to Tate, subsidiaries and associated charities by maximising the use of individuals' skills and developing the potential of team members whilst ensuring strong financial management and control with good segregation of duties.

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

Purpose of the Job

Ensure an efficient and effective operational finance service is provided to Tate and Tate Foundation.

Main Activities/Responsibilities

- Supervise the maintenance of financial ledgers and accounting processes, ensuring month end reconciliations are completed to a high standard.
- Ensure that appropriate systems and internal controls are implemented and maintained.
- Manage treasury function, cash flow and investments for Tate Gallery and Tate Foundation.
- Co-ordinate the year end process including statutory accounts and external audit, working closely with the Financial Reporting Accountant.
- Ensure compliance with all relevant Charity legislation.
- Work across the organisation and with external tax consultants to ensure compliance with tax legislation, specifically PAYE and VAT (ensuring MTD requirements are met).
- Liaise closely with the Legal department and relevant income generating departments over contract compliance and debt collection.

- Co-ordinate the organisation's corporate risk management process, including running the internal audit contract and programme.
- Oversee the finance system (Unit4 Financials), ensuring it is effective for the requirements of the finance department and the wider organisation, and help to set priorities for system developments.
- Support the Head of Finance and Director of Finance & Estates in the preparation of papers and minutes for Trustee and sub-committee meetings for Tate Gallery and Tate Foundation.
- Ensure Finance pages of the intranet are up to date.
- Set work plans, delegate tasks, review performance, provide guidance, line management, coaching and mentoring for direct reports (Accounts Office Supervisor, Systems Accountant, Finance Officer, Finance & Legal Coordinator) in the finance team.
- Support managers at all levels to discharge their financial responsibilities through training and responding to enquiries.
- Provide cover for members of the finance department where appropriate.
- Provide financial and non-financial information to Trustees, divisional directors, budget holders, project managers and external funders.

Person Specification

Essential

- A recognised accountancy qualification with significant post qualification experience.
- Previous Financial Controller or similar experience with a proven track record of operating in a complex and challenging environment.
- Proven communication and interpersonal skills in working with senior staff and ability to relate to non-financial budget holders and staff.
- Ability to work under pressure, in a flexible manner, whilst maintaining a high level of attention to detail.
- Experience in line management to motivate, develop and coach direct reports and the Accounts Office team
- Experience in writing reports for directors or Trustees.
- Experience of working as part of a team and on own initiative.
- Experience of developing and maintaining Finance systems.
- Ability and interest in taxation, including detailed PAYE and VAT knowledge.
- Experience of managing and supporting the professional development of a diverse team, and of creating an inclusive and respectful culture within a team.
- An interest in and commitment to the work of Tate.

Desirable

- Experience of Unit 4 (financial system).

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 2L of the Tate pay scales.

An appointment will be made at £62,000 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 **1 September 2019 by midnight**.

Our jobs are like our galleries, open to all.

