



BATH PRESERVATION TRUST

Job Description

Post:	BPT Finance Director¹
Terms:	Part time role 1.5 days/week. More time may be needed around year-end ² Full time equivalent salary range £37,000 - £42,000 pa subject to experience. (Salary will be pro rata of this so actual salary range £11,100 to £12,600). 34 days holiday pro rata including bank holidays (actual 10.5 days)
Reporting to:	Chief Executive and as part of the Senior Management Team
Responsible for:	Finance Manager (Full time), who in turn manages Accounts Assistant (part time)
Purpose of Role:	To lead on financial strategic planning for Bath Preservation Trust, to be part of the core senior management team and to ensure the sound financial management of the organisation.

Background

Bath Preservation Trust is a registered charity and Company limited by guarantee, managed by a board of trustees and a small professional staff, which campaigns for the preservation and suitable development of the City of Bath and its environs and also runs or helps to run 4 museums in the city.

Though a fairly small organisation, with an annual turnover of c.£900K, we are relatively financially complex due to charity requirements, the existence of several financially separate entities within the group structure (Bath Preservation Trust Ltd, No.1 Royal Crescent Ltd, Beckford Tower Trust, Herschel House Trust) and the many different operations run by the Trust.

We run a SAGE accounting system and are seeking to improve our budget delegation and financial control systems. Our payroll is contracted out and managed by the HR Manager.

We are a small, informal and friendly team with several part time staff members and this role will involve working mainly with the Chief Executive and BPT Director of Museums as well as various Trustee committees, and in particular the Trustee Chair of the Finance Committee. The role will also be expected to support other staff in understanding the finances and their role in budget management.

¹ This is the senior finance role in the organisation. As with all charities the Board is made up of unpaid trustees so this is an executive charity role rather than a Board role

² NOTE: The audit cycle can result in a peak of work following the financial year end (end January) with tight deadlines which must be met even if this requires input outside the part time hours. This may mean that part time arrangements have to 'flex' during this period.

The role is to act as the primary responsible person for Finance. An absolute eye for detail is required as there will be a degree of hands-on engagement with management accounts and financial reports etc.

Overall purpose of the job

- To ensure that BPT carries out effective operational financial planning, monitoring and reporting together with contributing to strategic planning
- To ensure the Trust and its subsidiaries comply with all financial and fiscal statutory and external requirements and regulations, including tax and VAT
- To ensure that the financial priorities of the Trust are reflected in forward plans for the Museums and the Museum shops
- As a member of the Senior Management Team, the Finance Director will be a key player in creating the culture that is required for prudent financial management and in maintaining BPT's healthy financial wellbeing

The main activities are described below. In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

Main duties:

- Primary responsibility for the timely creation of accurate, complete and timely financial and management reports, including monthly management accounts, balance sheet, cash flow and forward forecasts for agreement with the Chief Executive and communication to the senior management team, board and staff as required
- Undertake ad hoc financial analysis to assist SMT in evaluating effectiveness and sustainability of income streams, and potential for cost efficiencies
- Drafting of papers for Finance Committee, liaison with Chair of Finance Committee and acting as main point of contact for members of Finance Committee
- Draw up Statutory Accounts and pre-audit files, lead audit liaison with Auditors, completion of audit against tight timescale and filing of accounts post audit
- Timely submission of all external reporting e.g. Annual Returns to Companies House, Charity Commission etc.
- Accounting for and monthly review of all restricted funds and enabling their expenditure in conjunction with the Chief Executive
- Deliver timely annual budget process & consolidation, including periodic re-forecasts
- Overview of year end HMRC payroll returns, management of workplace pension
- Responsibility for tax affairs for 2 companies and 2 subsidiary trusts including Gift Aid and for any rental contracts
- Contribute to SMT management of BPT's insurance responsibilities and requirements ensuring appropriate cover is in place

Key responsibilities:

- Financial planning including long-term business plans, budgets and cash flow projections with Chief Executive and others;
- Participation in the senior management of BPT to enable the delivery and success of these plans including attendance at SMT, staff, planning group and board meetings.
- VAT and Taxation planning:
- Providing the framework for the budget process for all parts of the organisation.
- Mentoring staff across BPT in developing their financial knowledge and in particular supporting budget holders in managing and monitoring their budgets
- Ensuring a high standard of financial management throughout the organisation, including the regular review and update of BPT's Finance Policies & Procedures and their effective implementation

- Ensuring the financial management of capital projects fulfils any requirements of both Trustees and external funders
- Providing or checking financial information for submission to external bodies such as HLF and other third party funders and ensuring its consistency and integrity
- Company secretariat matters in relation to financial reporting
- Financial risk management and legal compliance (financial)
- Leading the finance function and working with the Finance team to ensure that all financial records and systems are up to date and accurate.
- Management and mentoring of the Finance team including work prioritisation, support and development.
- Identify and continuously review and improve financial control processes and co-ordinate financial practices across all 4 museums
- To maintain absolute confidentiality particularly in relation to personal information relating to BPT staff and trustees.

Person specification:

Essential:

- Qualified ACCA, CIMA or ACA Chartered Accountant, including relevant post qualification experience;
- Proficiency in financial accounting & reporting, including external statutory reporting and audit;
- Management accounting experience including budgeting, forecasting, and reporting;
- Proven ability in implementing and monitoring financial controls;
- Knowledge of legal and HR issues;
- In-depth knowledge and experience of Sage and Excel.

Highly Desirable:

- Experience of charity accounting
- Understanding and experience of VAT matters
- Experience of audit
- Staff management experience
- Interest and engagement with the work of BPT

Skills:

The successful candidate should:

- Have proven practical financial management experience
- Have excellent interpersonal and communication skills
- Have excellent planning, organisational and time management skills
- Be resilient and able to work well under pressure, able to prioritise a heavy workload and work both reactively and pro-actively
- Have proven business planning skills
- Have a strategic outlook with the ability to drive change where necessary
- Have a high degree of integrity, tact, diplomacy and corporate spirit
- Have a hands on approach and be a team player

The post will be autonomous in a small organisation. Flexibility, ability to communicate at all levels and a 'can-do' attitude will be necessary. Occasionally meetings will be held outside normal office hours³.

³ The current meeting cycle of Quarterly Finance Committee meetings take place on Fridays, at which attendance will be required, though this need not be a regular working day. Attendance will probably be required at at least 2 (of four) Trustees' meetings in addition (for Budget and Audit)