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| **Job Title**: Head of Strategy, Finance and Corporate Services  **Reporting To**: Chief Executive (CEO)  **Responsible For:** Financial Controller  IT and Digital Engagement Manager  Head of Museum Development Yorkshire  Head of HR (dotted line responsibility for operational support)    **Salary:** Competitive  **Contract** : Permanent, 37 hours per week |
| **Main Purpose of the Job**   * Lead operational and business planning for all the Trust * Oversee finance team and financial management of YMT and YMT Enterprises reporting to Chief Executive and Board on performance * Lead YMT’s financial strategy to optimise performance and YMT’s strategic position * Lead IT and digital functions, ensuring integrated and aligned systems to support all departments and staff * Ensure compliance with regulatory, governance and procurement legislation and best practice |
| Core Responsibilities  * Responsible for the Trust’s financial strategy, providing financial analysis and advice to the Chief Executive and Trustees on activities, plans, targets, trends, forecasts and implications * Effective oversight of financial functions and financial management * Supporting the development of the finance team * Responsible for the development and delivery of annual planning and the effective daily management of the organisation with regard to planning and project delivery * Lead the IT and Digital functions across the Trust * Provide guidance and ensure operational support for HR systems and processes. * Line management of Head of Museum Development Yorkshire supporting delivery by MDY and including regional advocacy and liaison with external contacts. |
| **Strategy and Planning**   * Contribute long range thinking and strategy for the whole organisation and lead the production of four-year Business Plans * Lead annual operational planning involving team leaders and gaining buy in to plans and strategy, resulting in an Operational Plan * Oversee and implement syst**e**ms for monitoring and reporting of key KPIs as well as other information required by Board and funders * Advise and guide organisational thinking for large projects and lead on production of relevant business cases and risk assessments. * Develop the Trust’s capital investment strategy ensuring capital developments fit with a medium and long term financial strategy * Guide digital strategy to deliver YMT leadership role in digitisation, audience engagement with digital and the uses of digital for interpretation * Support Head of Museum Development Yorkshire in business planning and strategic delivery for Arts Council England * Support Head of Public Engagement with robust project management arrangements to deliver YMT’s capital programme |
| **Finance**   * Line manage Financial Controller, ensuring two way communications, and providing strategic direction * Lead YMT’s financial strategy to optimise YMT’s financial performance * Maintain strong oversight of financial management ensuring effective financial processes, accounting and reporting * Ensure and communicate to SMT and Board timely and accurate analysis of financial information * Monitor overall allocation of resources, finance, staff and other, against the investment strategy and financial performance * Bear overall responsibility for strategic management and development of the organisation's reserve funds * Provide advice to Board, the CEO and SMT on the financial implications and risks of business activities, new programmes and strategies * Oversee pension compliance, manage relationships with external pension providers and develop a clear understanding and forward plan for the Defined Benefit Scheme. |
| **Advocacy and Relationship management**   * Represent the Trust externally and continue to develop its reputation as one of the leading Museums and Gallery services in the UK ensuring its profile and standing in the sector * Manage relationships with stakeholders, including City of York Council and Arts Council England, to ensure YMT strategies fit with funders’ core objectives and policy agendas and to provide reporting and monitoring information * Act as the key contact with external auditors, working closely with the Audit and Risk Committee * Support Head of Museum Development Yorkshire in regional advocacy and liaison with external contacts at ACE and elsewhere |
| **Compliance and governance**   * Oversee the statutory compliance function of the Trust, working closely with the Audit and Risk Committee * Lead the financial monitoring and approval processes of Trustees by reporting to and attending the full board and relevant sub-committees * Act as a Director of York Museums Trust Enterprises Board * Ensure active and robust risk management processes as an effective tool for Senior Management Team, Trustees and Audit Committee * Overall responsibility for ensuring best practice in procurement especially with regard to enabling the Trust to deliver its’ capital project ambitions from the large scale York Castle Museum capital project to individual gallery developments |
| **IT & Digital Engagement**   * Line manage IT and Digital Engagement Manager ensuring two way communications, coaching, supporting professional development and providing strategic direction * Ensure effective and robust IT systems that are fit for purpose: delivering effective integration between finance systems and ticketing; support relationship management; maximise staff potential; and enable the development of online ticketing. * Ensure the continuous improvement of the flow of information and data through YMT IT and ticketing systems to inform budget reviews and business planning * Oversee continuation of YMT’s digital leadership role in the sector and progressing a creative and ambitious digital strategy |
| **Project Management**   * Facilitate project management delivery across YMT, in particular supporting delivery of York Castle Museum capital project is delivered to budget quality and time, as well as other projects as required * Agree and co-ordinate project management responsibilities and reporting lines, budgets and timetables across YMT with Head of Public Engagement and other members of Senior Management Team depending on project * Provide effective support processes for capital projects including York Castle Museum major redevelopment, preparation of specifications, briefs, procurement, tender and contract documentation * Oversee the management arrangement of contracts and contractors as appropriate |
| **Operational HR Support**   * Organisational oversight of HR systems and operational issues supporting and advising the Head of HR and ensuring effective integration and delivery of key HR processes * In collaboration with the Head of HR ensure that the Human Resource element is incorporated into York Museums Trust’s long-term strategic plans * Chair Joint Consultative Committee meetings with the recognised Trade Unions’ representatives * Hold overall responsibility for Payroll management and budget * Hold overall responsibility for Pensions * Provide support and advice to Head of HR in the areas of Compensation and Benefits, business processes, systems, risk management and planning |
| **Museum Development Yorkshire (MDY)**   * Line manage Head of Museum Development Yorkshire, coaching, supporting professional development, empowering the Head of MDY to operate at a regional and national level to deliver Arts Council England’s (ACE) agreed targets * Support Head of MDY in regional advocacy * Support and advise on planning and monitoring of MDY activities |
| **Other Responsibilities:**   * To deputise for Chief Executive as required * To promote and develop equality and diversity in line with YMT Equality Statement and Equality Action Plan * From time to time undertake other duties and special projects as the Trust may reasonably require, which are consistent with the nature and grading of the post |
| **Key Relationships**   * Chief Executive (CEO) * Senior Management Team * Audit and Risk Committee * Fundraising Manager * Financial Controller * External auditors * External partners and funders, including City of York Council and Arts Council England |
| **Qualifications, Skills and Experience**  **Essential**   * Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels * Significant experience leading financial management and understanding of management and financial accounting principles and techniques * Strategic thinker, with experience of converting strategy into detailed operational plans * Substantial senior management experience * Demonstrable experience leading business planning for medium sized organisations * An appreciation and understanding of the key HR challenges faced by a cultural organisation in the charity sector, as well as best practice. * Ability to effectively allocate budgets according to the Trust’s strategic priorities * Ability to handle high levels of pressure, to prioritise and make critical decisions * Experience of managing and developing staff with a strong understanding of performance management principles * Ability to involve others in the decision-making process and promote a culture in which all staff work as a team in order to achieve the Trust’s strategic objectives * Understanding of a wide range of policy agendas including DCMS, local government, charity commission, tourism and economy and their relevance to YMT * Excellent  communication  skills,  with  the  ability  to  explain  complex  information  in  an  accessible way (in writing and orally) * Proven experience managing stakeholder relationships at a regional and national level including funders and community/ business partners * Ability to manage contractual relationships effectively * Project management experience, including managing procurement, monitoring, cost and processes on capital projects * Commitment to equality and diversity and an understanding of how this commitment applies to this role * Strong IT skills including complex spreadsheets, financial systems and databases |
| **Desirable**   * Accountancy qualification (ACA, ACCA, CIMA) * Experience in the field of not-for-profit management * Project management qualification * Experience managing consultants, including coaches or mentors |

**Head of Strategy, Finance and Corporate Services**

**Terms and conditions of service**

Salary

Competitive

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Probationary period

Appointments are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to the Chief Executive (CEO).

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees with a contract longer than 3 months are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk)

Hours of work

The hours of work are 37 per week.

Annual leave

The annual leave entitlement is 25 days per annum pro rata, increasing by five days after five years continuous service with the Trust, plus public holidays.

Period of notice

The period of written notice required for you to terminate this post is 3 months. The Trust will give you 3 months’ notice, increasing statutorily.