

## Job description

<b>Job title:</b>	Chief Finance Officer and Director of Corporate Services		
<b>Department:</b>	Finance and Corporate Services	<b>Contract:</b>	Permanent
<b>Reporting To:</b>	Chief Executive (CEO)	<b>Hours per week:</b>	37

### 1. Job purpose

To lead the delivery of all finance and business (Digital and Data/H&S/Facilities and Estates/Risk Management/Project Delivery/Governance) services for York Museums Trust, ensuring the organisation is compliant and able to deliver its strategic objectives.

### 2. Dimensions

#### Budgets

Up to 10M PA

#### Line Management

##### Direct reports 5:

IT & Digital Engagement Manager  
Finance Manager  
Facilities Manager  
Head of Museum Development North (MDN)  
H&S Advisor

#### Role Impact

The postholder ensures the Trust has strategies and plans in place to deliver its strategic objectives and reports in a timely way to all stakeholders on its financial and operational performance and progress against those objectives. The postholder ensures the “health” of the organisation, providing compliance assurance and evidence of risk management and mitigation to the Board and other stakeholders.

## 3. Principal accountabilities

### Business Planning and Reporting

- To contribute long range thinking and strategy for the whole organisation and lead the production of annual and longer-term Business Plans. To ensure annual business plans are translated into deliverable operational plans.
- To oversee and implement systems for monitoring and reporting of key KPIs as well as other information required by Board, existing and potential funders and stakeholders.
- To advise and guide organisational thinking for large projects and lead on production of relevant business cases and risk assessments.
- To develop the Trust's capital investment strategy ensuring capital developments fit with a medium- and long-term financial strategy.

### Finance

- To lead the Trust's financial strategy, providing clearly presented financial analysis, and advice to the CEO and Senior Leadership Team and Trustees on activities, plans, targets, trends, forecasts, options and implications.
- To line manage the Finance Manager, ensuring two-way communications, coaching, supporting professional development and providing strategic direction
- To lead YMT's financial strategy to optimise YMT's financial performance.
- To maintain strong oversight of financial management ensuring effective financial processes, accounting and reporting.
- To monitor overall allocation of resources, finance, staff and other, against investment strategy and financial performance.
- To bear overall responsibility for strategic management and development of the organisation's reserve funds.
- To provide advice to Board, the CEO and SLT on the financial implications and risks of business activities, new programmes and strategies.
- To oversee pension compliance, manage relationships with external pension providers and develop a clear understanding and forward plan for the Defined Benefit Scheme.

### Risk Management and Mitigation, Compliance and Governance

- To oversee the statutory compliance function of the Trust, working closely with the Audit and Risk Committee.
- To lead the risk management and mitigation process on a regular basis.
- To ensure active and robust risk management processes as an effective tool for Senior Leadership Team, Trustees and Audit Committee
- To act as Company Secretary to the Trust, supporting the annual governance cycle.
- To act as a Director of York Museums Trust Enterprises Board.

### IT & Digital Engagement

- To lead IT and digital functions, ensuring IT strategy delivers integrated and aligned systems to support all departments and staff.
- To line manage the IT and Digital Engagement Manager ensuring two-way communications, coaching, supporting professional development and providing strategic direction.
- To 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.

- To ensure the continuous improvement of the flow of information and data through YMT IT and ticketing systems to inform budget reviews and business planning.
- To ensure YMT has robust cyber-security measures in place, enabling all colleagues to play their part in maintaining appropriate protocols.

## **Facilities Management**

- To lead the Facilities (Estates) team, ensuring strategy and operational delivery meets the needs of the business and the sustainable future of a complex heritage estate.
- To line manage the Facilities Manager ensuring two-way communications, coaching, supporting professional development and providing strategic direction.
- To ensure ongoing maintenance of listed buildings, liaising with Historic England, City of York Council (as landlord) and other statutory bodies, ensuring any interventions and/or conservation are appropriate and delivered with the necessary consents.
- To oversee, agree and monitor the delivery of the planned maintenance programme

## **Health and Safety**

- To lead the H&S advisory service into the organisation, ensuring compliance with legislation and best practice.
- To line manage the Health and Safety Advisor ensuring two-way communications, coaching, supporting professional development and providing strategic direction.

## **Project Management**

- To facilitate project management delivery across YMT.
- To agree and co-ordinate project management responsibilities and reporting lines, budgets and timetables across YMT with members of the Senior Leadership Team.
- To oversee the management arrangement of contracts and contractors as appropriate.

## **Operational HR Support**

- To chair Joint Consultative Committee meetings with the recognised Trade Unions representatives.
- To hold overall responsibility for Payroll management and budget.
- To hold overall responsibility for Pensions.

## **Museum Development North (MDN)**

- To line manage the Head of Museum Development North, coaching, supporting professional development, empowering the Head of MDN to operate at a regional and national level to deliver Arts Council England's (ACE) agreed targets.
- To support Head of MDN in regional advocacy.
- To support and advise on planning and monitoring of MDN activities.

## **Advocacy and Relationship management**

- To manage tactical relationships with stakeholders, including City of York Council and Arts Council England, by providing reporting and monitoring information and having regular conversations on key issues.
- To act as the key contact with external auditors, working closely with the Audit and Risk Committee.

## **Other Responsibilities:**

- To deputise for Chief Executive as required.
- To act as the Trust's Data Protection Officer.

- To promote and develop equality and diversity in line with YMT Equality Statement and Equality Action Plan.
- From time to time, to undertake other duties and special projects as the Trust may reasonably require, which are consistent with the nature and grading of the post.

## 4. Key performance measures

Delivering improved financial awareness, financial performance and ensuring YMT delivers its annual budget each year.

Having a collaborative business planning and annual planning process which staff buy into, which delivers the organisational priorities is fully funded and resourced.

Ensuring YMT has a reputation as a well-managed, dynamic partner stakeholders trust and want to invest in.

## 5. Knowledge, skills, experience and behaviours

### Knowledge

- Accountancy qualification (ACA, ACCA, CIMA).
- An understanding of the challenges faced by a cultural organisation in the charity sector.
- An understanding of charity governance.
- An appreciation and understanding of the complexity of caring for a heritage estate.
- An understanding of the digital needs of a 21<sup>st</sup> Century organisation.
- An understanding of a wide range of policy agendas including DCMS, local government, charity commission, tourism and economy and their relevance to YMT.
- An understanding of project management best practice.

### Skills

- Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.
- 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.
- Excellent communication skills, with the ability to explain complex information in an accessible way (visually, orally and in writing).
- Ability to manage contracts and associated professional relationships effectively.
- Strong IT skills including the ability to use complex spreadsheets, financial systems and databases.

### Experience

- Significant experience financial management and understanding of management and financial accounting principles and techniques.
- Significant experience of converting strategy into detailed operational plans.
- Substantial senior management and leadership experience.
- Demonstrable experience leading business planning for medium sized organisations.
- Experience of managing and developing staff with a strong understanding of performance management principles and the ability to flex style to meet the needs of staff with different needs.
- Proven experience managing stakeholder relationships at a regional and national level including funders and community/ business partners.
- Project management experience, including managing procurement, monitoring, cost and processes on capital projects, preferably with listed/complex buildings.

# York Museums Trust

- Experience of leading and delivering fit-for-purpose digital and IT services into a business.
- Experience in the field of not-for-profit management.

## Behaviours

- Works inclusively, able to involve others in the decision-making process and promote a culture in which all staff work as a team to achieve the Trust's strategic objectives.
- Is a supportive colleague, but able to provide critical friendship and constructive challenge.
- Enjoys working in a team, able to take the lead as well as play a supportive role.
- Is fastidious in ensuring tasks are finished and the details are right. Holds colleagues to account.
- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role.

## 6. Key relationships

Senior Leadership Team

Trustees

Audit and Risk Committee

Enterprises Board

External auditors

External partners and funders, including City of York Council and Arts Council England

## 7. Organisation chart

