

Job Profile
Head of Finance

Job Purpose: The Head of Finance will lead the finance team on reporting and preparing dashboards for senior managers and Board for continual monitoring and review.

Key Outputs and Accountabilities

Compilation of monthly management accounts including forecasting (provided by operational managers).

Continue to embed robust financial management, controls and reporting.

Introduce more detailed cash flow forecasting and treasury management.

Embedding new cash management and advise on investment to increase return on investment for unrestricted interest income for the group.

Support the setup of permanent endowment infrastructure for Baltic's long-term sustainability.

Review and scrutiny of all balance sheet reconciliations on a monthly basis.

Head of dashboard management relating to group finance including provision of relevant and up to date information supported by Sage Intacct reporting tools and Power BI.

Lead in creation of strategic dashboard for board scrutiny and management dashboards to assist operational decision making.

Data champion across the group encouraging data input and reporting for sound governance decision making.

Line management responsibilities for the team.

Responsibility for preparation of quarterly VAT return with support from external reviewers.

Responsibility for grant reporting especially in relation to Arts Council England.

Preparing alongside managers the annual budget for Board scrutiny and ratification.

Person Specification

Essential

Strong management & communication skills

Management account preparation and cash flow forecasting

Dashboard knowledge and preparation

Attention to detail

Ability to constructively challenge

Qualified ACA, ACCA, CIMA or equivalent or
Qualified by Experience

Microsoft Office expertise (Excel & Word)

Knowledge/experienced in databases & trained in Power BI

Experience in online accounting packages

Management experience

Aligned to organisational values (see below list) and culture

Skills/Attributes

Organised, ability to manage multiple deadlines

<p>Prepare information for year-end external audit and scrutiny.</p> <p>Liaise with external agencies with relation to salaries, HMRC compliance and pensions.</p> <p>Overview of salary sign off.</p> <p>Ensure timely and accurate pension contributions and reconciliations are made.</p> <p>Revising policy and procedures suitable for the organisations size.</p> <p>Reconcile ad hoc balance sheet items as and when required.</p>	<p>Ability to adapt communication to all ability levels</p> <p>Autonomous working when required</p> <p>Approachable</p> <p>Positive, honest and resilient attitude</p> <p>High accountability and strong professional integrity</p> <p>Able to work collaboratively</p> <p><u>Desirable</u></p> <p>VAT sector specific expertise</p> <p>Payroll expertise</p> <p>Sage Intacct knowledge</p> <p>Lead on previous transformational strategies</p> <p>Lead on creation of dashboards – operational to high level overviews.</p> <p>Knowledge of Museum & Galleries Exhibition Tax Relief (MGETR)</p> <p>Past experience in a Cultural organisation</p>
<p>Reports to: Director of Enterprise & Public Value</p> <p>Direct reports: Finance Assistants</p> <p>Pay Band: C</p>	