



Role Description

Title:	HEAD OF FINANCE & RESOURCES
Salary:	From £45,000 (depending on experience)
Hours:	Full time 37.5 hours per week
Location:	Blackpool Heritage & Museum Trust Offices, across Blackpool with optional home working up to 2 days per week.
Reporting to:	Chief Executive – Blackpool Heritage & Museum Trust

Showtown Blackpool opened to high acclaim in March 2024, and we are now building our new permanent Finance and Resources team and looking for dynamic individuals to support the core activities of the Blackpool Heritage & Museum Trust which operates Showtown.

Showtown is Blackpool's first ever museum, and tells the extraordinary, rarely-shared stories of Britain's first mass seaside resort and its unrivalled role in the development of British popular entertainment. Six themed, immersive galleries, a temporary exhibition space and learning/community spaces feature rarely-seen objects from our permanent collections, telling stories that resonate on a local, national and international level. Showtown is designed to be inclusive of those that don't typically engage with heritage, including Blackpool's many tourists. Supporting Blackpool's culture-led regeneration, Showtown is expected to attract over 200,000 visitors p/a by year 5.

Showtown is part of the Blackpool Heritage and Museum Trust which was established to develop, care for and manage Blackpool's heritage collections - researching and celebrating Blackpool's history through Showtown - the museum of fun and entertainment; the History Centre, and across other heritage venues and collections.

Want to bring your financial acumen, management experience and leadership skills to be part of this inspiring journey.... read on.

Purpose of your role

The Head of Finance & Resources is responsible for managing all aspects of Blackpool Heritage & Museum Trust's (BH&MT) finances, including financial accounting, strategic financial planning and budgeting, providing a comprehensive finance service to ensure smooth and effective financial operation for the organisation.

The Head of Finance & Resources will also take lead responsibility for the management of BH&MT's supporting resources functions through direct, SLA and contractual freelance arrangements including HR, payroll, compliance, facilities and ICT functions.

You will report to the Chief Executive, regularly update the Board of Trustees, be part of the BH&MT Senior Leadership Team and manage the Finance and Resources team.

Key activities

Specific Finance Focused Activities

- 1) Lead the financial strategy for BH&MT to ensure ongoing financial stability.
- 2) Continually assess the medium and longer term financial risks facing the organisation and ensure appropriate risk management systems and business continuity plans are in place.
- 3) Undertake business and strategic planning, preparing and presenting financial plans, providing key contributions to the organisation's decision-making processes. Work with budget holders on financial planning of projects and revenue activity.
- 4) Control the organisation's accounting and financial service including monitoring and managing cashflow, and monitoring day-to-day financial operations.
- 5) Develop and coordinate the implementation of internal financial accounting, monitoring and reporting systems to produce, review and consolidate monthly, quarterly and annual management accounts for BH&MT.
- 6) Oversee BH&MT's financial transactions, contracts and banking arrangements, and the treasury function of the Board.
- 7) Manage complex VAT returns and ensure compliance with all relevant taxes.
- 8) Liaise with banks and accountants on behalf of BHMT.
- 9) Maintain compliance and awareness of key developments in UK legislation relating to registered charities and limited companies.
- 10) Be the key point of contact for external auditors, HMRC and other external bodies.
- 11) Oversee financial management of capital projects.
- 12) Oversee BH&MT's insurance policies ensuring best value and full coverage.

Resources Management

- 13) Oversee the financial and contractual arrangements for BH&MT's portfolio of Service Level Agreements and Leases.
- 14) Management of all aspects of BH&MT's HR, compliance, facilities and IT functions.
- 15) Be our primary contact with our HR and payroll providers.
- 16) Be our primary contact with our ICT providers.
- 17) Be our primary contact in respect of legal and environmental (green) provision.

Leadership and Team Management

- 18) Directly support the CEO in formulation of the Trust's Financial and Resource Management including the preparation of annual budgets
- 19) Report as required to Trustees, Chief Executive, and other internal and external bodies.
- 20) Contribute effectively to regular senior management meetings
- 21) Lead and manage the finance and resources function to achieve the objectives of the organisation, including line management of the Business Support Co-ordinator.
- 22) Support development of funding applications, providing financial information and data as required.
- 23) Contribute to BHMT's stakeholder events and other activities to promote BHMT where appropriate.

Person Specification

Person Specification
Qualifications <ul style="list-style-type: none">• Professional Accounting Qualification (ACA/ACCA/CIMA) or equivalent qualification and experience.
Experience <ul style="list-style-type: none">• At least 3 years post qualified experience.• Experience of leading strategic financial and business planning• Significant financial management, control and planning experience either as a finance manager or manager of a finance function• Desirable to have experience in the charitable, local government and/or heritage sectors.• People management experience• Experience of working with a Board of Trustees• Experience of capital projects including managing and reporting on project finances• Experience of overseeing management of IT and networking systems• Experience of working with HR, compliance, facilities and IT functions.
Skills <ul style="list-style-type: none">• Ability to contribute to the organisation's strategic planning and management at a senior level• Able to manage own workload, and that of a team to ensure tasks are completed to deadline• Able to plan and carry out effective review and evaluation processes• Able to work proactively with partners and representatives of other organisations• Attention to detail• Excellent ICT skills• Excellent leadership and management skills• Excellent presentation skills• Excellent written and interpersonal communication skills• Well-developed negotiation skills• An advanced knowledge of Microsoft Excel and accountancy systems
Knowledge <ul style="list-style-type: none">• Excellent working understanding of the legal and financial regulations, procedures and reporting relevant to charity finance, including SORP.• An understanding of the operating and strategic financial, funding and cash flow issues facing a cultural/ heritage charitable organisation.• Knowledge of fundraising for operational and core funding.
Qualities <ul style="list-style-type: none">• Ability to build good relationships and work in a supportive manner alongside colleagues, service providers and consultants• Proven ability to manage own professional and personal development and willingness to learn.

This job description outlines the principal responsibilities and duties of the role. It is not an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could be reasonably expected as being within the remit of the role and which arise out of changes of legislation, regulations, policies, working practices, procedures or reviews, as directed from time to time. The job description may be amended at any time at the sole discretion of the employer.

September 2024

How to Apply

Please submit full CV and up to four sides of A4 or up to 5 minute video describing why you are applying to be Head of Finance & Resources and what relevant skills and experience you would bring to the role.

Please submit to recruitment@showtownblackpool.co.uk clearly stating the role you are applying for.

Recruitment Timetable

Application Deadline	Thursday 17th October 2024 – 9am
First Interviews (Virtual)	24th and 25th October 2024
Formal Interviews in Blackpool	6th November 2024