



THE TANK MUSEUM

## **Deputy Head of Finance**

### **Role Description**

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The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21<sup>st</sup> century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018 The Museum became part of Arts Council England's National Portfolio.

### **Finance**

Reporting to the Head of Finance, you will prepare, develop and analyse financial information for The Tank Museum so that the Senior Management team can make well informed decisions on growth and profitability. Supervising a small team of Accounts Assistants, you will help develop and maintain the organisation's financial policies and systems and assist in reviewing the current finance processes and working practices to ensure robust finance controls are maintained.

You will implement the financial plans and controls necessary to satisfy audit requirements and produce the management accounts needed to make informed financial business decisions.

## Role Profile

<b>Role Title</b>	Deputy Head of Finance
<b>Department</b>	Finance
<b>Key Relationships</b>	Head of Finance, Finance Team, Senior and Middle Managers
<b>Overall Role Purpose</b>	To provide first hand support to the Head of Finance in the tasks associated with the smooth running of the Tank Museum's financial department and its operations.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Prepare annual budgets, following direction from Head of Finance and review figures throughout the year comparing actual to budget.</li> <li>• To prepare Monthly Management accounts.</li> <li>• To prepare cash-flow forecasts as directed by the Head of Finance.</li> <li>• To prepare draft Year End Accounts</li> <li>• To prepare audit information as required and directed by the Head of Finance.</li> <li>• To prepare weekly KPI data, i.e. Online Sales, Cash Balances, Visitor Data.</li> <li>• To manage the timely and accurate delivery of core ledgers i.e. Nominal, Sales, and Purchase.</li> <li>• Manage the timely delivery of accurate cash and electronic receipts and payments recording and perform monthly bank reconciliations.</li> <li>• Assist the Head of Finance with the Integration of the new Jugo epos system.</li> <li>• Support and manage the day to day function of The Finance Team under direction from the Head of Finance.</li> <li>• Prepare quarterly VAT returns.</li> <li>• Manage the timely collection of Gift Aid and grants from major funders to include the HLF, Arts Council etc.</li> <li>• Prepare the finance reports for major funders including National Heritage Lottery Fund, Arts Council, other grants and any other fund providers</li> <li>• Prepare monthly Gift Aid returns and deal with any subsequent issues arising.</li> <li>• Prepare the reconciliation of the monthly payroll including year-end.</li> <li>• Prepare monthly Pension Returns.</li> <li>• Provide statistical information and returns to various local and national bodies</li> </ul>
	The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• C.I.M.A</li> <li>• A.C.A</li> <li>• A.C.C.A</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Accounts preparation to trial balance stage</li> <li>• VAT</li> <li>• Control accounts</li> <li>• Payroll</li> <li>• Managing a team</li> </ul>	<ul style="list-style-type: none"> <li>• Third Sector Accounting</li> <li>• VAT partial exemption</li> <li>• Gift Aid regulations</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Sage Line 50</li> <li>• Microsoft Office-Advanced Excel</li> <li>• Payroll software</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in military history and armoured warfare</li> </ul>
<b>Personal aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to work with minimum supervision and show initiative.</li> <li>• Faultless attention to detail.</li> <li>• Problem solving skills.</li> <li>• The ability to work successfully with both the internal Museum team and external contacts.</li> <li>• Ability to work to tight deadlines</li> <li>• Well organised</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Positive and committed</li> <li>• Good humoured</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability to support major annual events such as Tankfest and very occasional duty manager weekend cover if required.</li> </ul>	