

# The British Museum

## Appointment of Director of Finance, People & Resources

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# The first national public museum of the world.

The British Museum was founded in 1753 and opened its doors in 1759. It was the first national museum to cover all fields of human knowledge, open to visitors from across the world.





# Letter from the Director

Dear Applicant,

Thank you for applying to be the Director of Finance, People & Resources at the British Museum. This is a fantastic opportunity to play an integral role in leading one of the world's largest museums, ensuring that it operates smoothly, that its people are reaching their full potential, and that its resources are deployed effectively to match the scale of its ambitions.

This opportunity comes at an exciting time for the British Museum. The Museum has undeniably been through a turbulent period over the last year, but it is turning a corner and has a bright future ahead. Visitor numbers have returned to pre-pandemic levels, and at peak times the Museum is busier than ever. By working with partners across the UK and around the world and by expanding its online presence, the Museum is reaching new heights of engagement outside London. This strong public appetite to see the Museum's collection provides the impetus for the Masterplan. Through this Masterplan, the Museum will set out to renovate and rejuvenate its iconic home in Bloomsbury, while also developing new and innovative ways to bring its collection to life, within and outside the walls of the Museum.

The Museum has a large, diverse workforce, many of them experts in their field. Their functions span an enormous range of disciplines, in both collection and non-collection departments. As leader of the Museum's finance, people and resource functions, including information systems and security, you will be responsible for leading teams that are essential to the smooth operation of the Museum and upon which collection departments rely.

You need to be able to guide, inspire and learn from your team, while also ensuring that their work – individually and collectively – meets the highest standards. To lead this team, you need to understand their functions. You do not need to know more than those who report to you, but you need to know how they work, so that you can ensure their delivery is the best it can be. As the most senior people officer in the organisation, you will also play a critical role in helping to set - and nurture – the internal culture at the Museum generally, ensuring it is cohesive and collegiate. This is especially important for me as I begin my role as Director.

As Director of Finance, People & Resources, you will report directly to me and you will be a key part of the executive team, where you will help to set the direction of the Museum and ensure that all parts of the Museum are working as one to deliver the Museum's priorities.

The British Museum is a large and complex organisation, navigating one of the most ambitious periods of change in its history. Whatever your background, if you think you have the skills and experience to shape its future as Director of Finance, People & Resources, we want to hear from you.

We look forward to reading your application.

**Dr Nicholas Cullinan OBE**  
**Director**

# The British Museum

Established by Act of Parliament in 1753, the British Museum is the oldest national public museum in the world. Its mission is to house, curate, conserve, research and exhibit a collection of world cultures. With a collection of around 8 million objects, the British Museum brings together under one roof the cultures of the world, allowing people to explore the extraordinary diversity of human culture, to discover the many forms and expressions human beings have given to every aspect of life, and to realise how closely they are interconnected.

The British Museum is one of the world's most visited museums. In 2022/23, its home in Bloomsbury received 4.5 million visitors, while a further 4 million people saw objects from the British Museum's collection elsewhere, 2.3 million of them outside the UK. That's because as well as the iconic site in London, the Museum has deep and wide-ranging partnerships with other national and international museums, schools and community groups with whom the Museum co-curates the display of loaned objects.

The Museum is entering an exciting new era. Interim Director Sir Mark Jones has announced a plan to complete the documentation and digitisation of the collection, so that for the first time the entire collection will be accessible to anyone who wants to explore it. The Museum is also progressing its

long-term masterplan to revitalise the estate and tell the story of our common humanity. This will improve how visitors experience the collection – physically and virtually – in London, across the UK, and around the world.

The first phase of their masterplan is complete, with the construction of an impressive new Archaeological Research Collection near Reading. The centre, known as BM\_ARC, will open to the public next year and revolutionise how they store and study the collection. It will also be the first completely independent building created for the British Museum since Sir Robert Smirke's neo-classical design was completed in Bloomsbury in 1852.

The next phase will see the construction of a new energy centre that will dramatically reduce their carbon footprint. And on top of that the Museum will launch an international architectural competition in the spring – choosing from amongst the world's most talented architects to redesign around a third of the Museum's gallery space.

But the British Museum is far more than its building in London. It is a museum in the world, for the world, and of the world: a museum that speaks to our common humanity.





The Museum is driven by an insatiable curiosity for the world, a deep belief in objects as reliable witnesses and documents of human history, sound research, as well as the desire to expand and share knowledge.



# The Role

## Main Purpose of the role:

- To lead and inspire the Finance, People & Resources Directorate to achieve and maintain excellence in the delivery of a broad range of professional services that fully support the strategic and operational priorities of the Museum;
- To play a role in the strategic leadership of the Museum, including as a member of the Directorate Group, deputising for the Director and contributing to the development and delivery of the Museum's strategy;
- Leading, motivating, managing and developing the Finance, HR, Legal, Information Services, Internal Audit and Visitor and Security Services departments; and
- Providing support to the Directorate Group and Trustees in developing and delivering plans and strategies.

## Reporting to:

- The Director

## Responsible for:

- Finance Department (30)
- HR Department (20)
- Information Services Department (50)
- Legal Services Department (6)
- Visitor and Security Services Department (200)
- Internal Audit (1)

## The key areas of responsibility for the role are:

### Management of People and Resources

- Setting the departments' plans and objectives, and overseeing their delivery;
- Approving releases from central budgets, contract awards and certain transactions as set out in the formal delegation of authority; and
- Ensuring appropriate recruitment and succession planning;

### Planning and Strategy

- Overseeing the planning, budgeting and forecasting processes for the Museum;
- Developing and implementing strategies for the role's departments, to ensure they support the Museum's strategy; and
- Supporting the coordination of a master plan for the Museum;

### Reporting

- Designing and overseeing the provision of timely, accurate and informative management information to stakeholders;
- Managing the relationship with sponsor body officials on financial, HR, legal, information services and visitor and security services matters, overseeing provision of information; and
- Coordinating wider Museum engagement with sponsor body officials and working with the Director of Communications and Governance to ensure consistency with the wider approach to public affairs.

### Systems and Technology

- Driving adoption of Information Services strategy and methodology.
- Sponsoring the Museum's technology change programme and ensuring alignment with Museum operational strategy; and
- Responsible for cyber security capabilities and appropriate adherence to evolving standards.

### Security and Visitor Services

- Oversight of all security and visitor services activities at the Museum and its wider estate ensuring a consistency of approach; and
- Ensuring the development and implementation of the long-term security and visitor services strategies.

### Compliance, Internal Controls and Risk Management

- Overseeing the relationship with HMRC and external auditors, ensuring compliance;
- Overseeing the Museum's risk register and corporate risk management processes;
- Ensuring internal audit resources, programme and reporting are appropriate; and
- Monitoring compliance with financial and finance-related regulations and best practice, including direct and indirect tax, accounting regulations, government requirements, PCI and the Charities Acts

### Financial Assets

- Managing the relationship with the investment managers; and
- Overseeing the Museum's cash management

### Efficiency and Effectiveness

- Monitoring, analysing, reporting and advising on income generating activity within the Museum, with a view to ensuring an appropriate balance between profit maximisation, risk management and other Museum objectives; and
- Monitoring efficiency and effectiveness across the Museum and advising on potential improvements.



# Person Specification

It is expected that candidates will be all or most of the following qualities:

## Experience:

- Significant line management and change management experience;
- Experience of developing and delivering successful strategies;
- A track record of successfully delivering significant process and structural change;
- Ability to deliver complex projects on schedule and budget.
- Experience of strategic financial planning for an institution of comparable complexity;
- Experience of presenting to Boards; and
- Experience of setting and monitoring budgets.

## Skills:

- Managing, leading, motivating and developing teams and individuals;
- Encouraging excellence in service standards;
- Resolving issues and making decisions that will affect the Museum as a whole, in the context of the Museum's strategic direction and the wider political, social and economic environment;
- Making complex information clear to others; and
- Influencing key stakeholders and negotiating agreements.

## Qualifications:

- An accountancy qualification is desirable but not essential.

## Commitment to Equity, Diversity and Inclusion:

- The British Museum values and respects the diversity of its audiences and its staff; the Director of Finance and Resources must embody these values.







# Terms of Appointment    How to Apply

Location: London

Salary: £120,000

Holiday entitlement: 25 days

Pension: Civil Service alpha pension scheme, with the standard employer contribution rate (currently 30.3%)

Saxton Bampfylde Ltd is acting as an employment agency advisor to British Museum on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **EBMF**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Monday 3rd June 2024**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

## **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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