

The British
Museum

Appointment of
Finance Director

August 2024

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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 Finance Director 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 its finances are soundly stewarded 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 Camden, 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, legal and information governance, and internal audit departments, 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 finance officer in the organisation, you will also play a critical role in helping to set and provide strategic and operational direction in the Museum. This is especially important for me as I begin my role as Director.

As Finance Director, 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 Finance Director, 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.

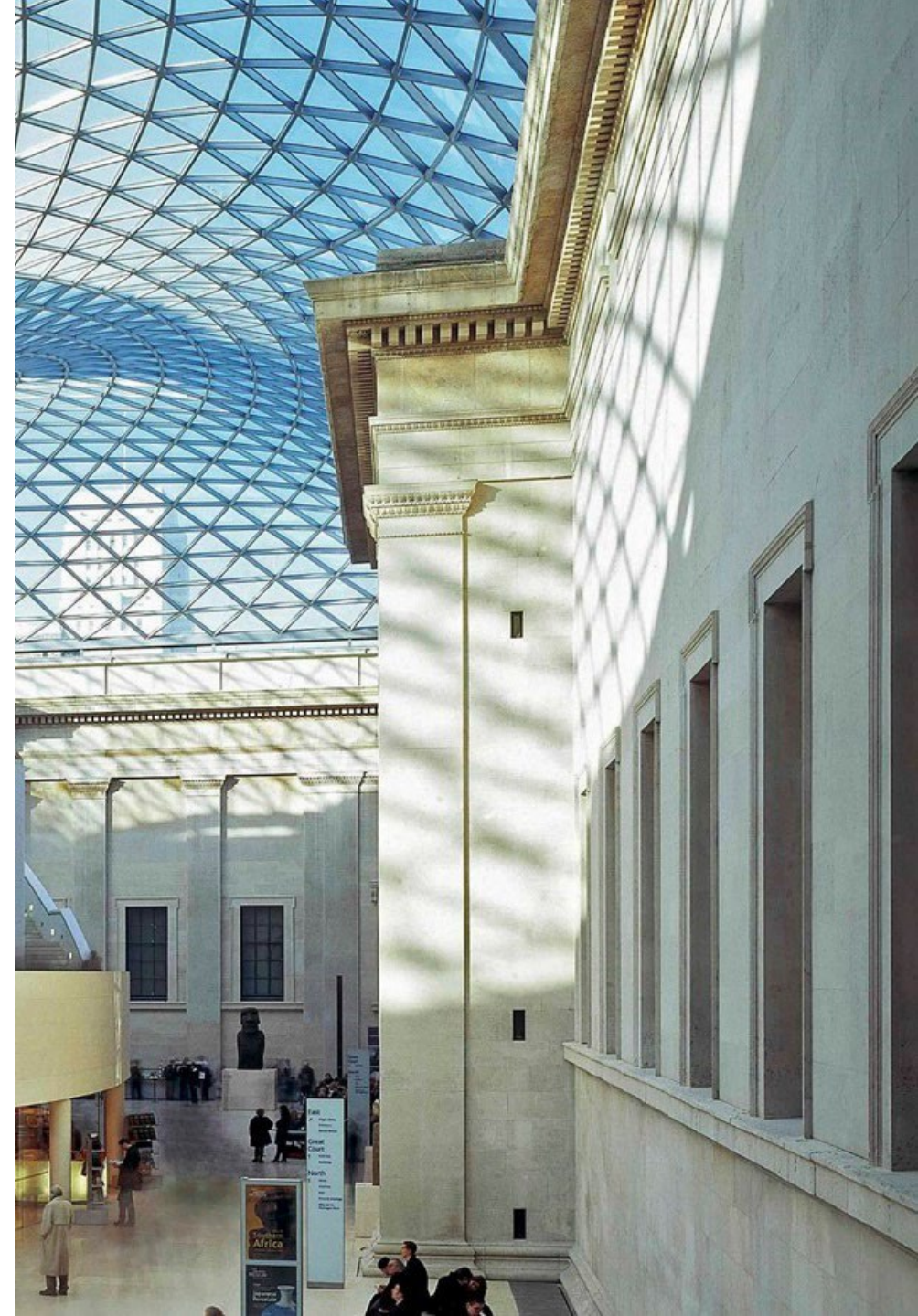
The British Museum is one of the world's most visited museums. In 2023/24, its home in Camden received 6.2 million visitors, while a further 4 million people saw objects from the British Museum's collection elsewhere, 2.3 million of them outside the UK. That's because as well as the iconic site in London, 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. Plans have been announced to complete the documentation and digitisation of the entire collection, so that for the first time it 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 the Museum's Masterplan is complete, with the construction of an impressive new Archaeological Research Collection near Reading. The centre, known as BM_ARC, will revolutionise how the Museum 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 Camden in 1852.

The next phase of the Masterplan will see the construction of a new energy centre that will dramatically reduce the Museum's carbon footprint and on top of that the Museum is running an international architectural competition. On 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's, 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:

- Delivering professional finance, legal and information governance, internal audit, and planning and risk management services that fully support the strategic and operational priorities of the Museum;
- Leading, motivating, managing and developing the finance (including procurement), legal (including information governance) and internal audit departments;
- Providing support to the Directorate Group the Museum's Executive Team in developing and delivering plans a finance strategy that enables and supports an overarching vision for the Museum and a strategy for delivering it (please note that this vision and strategy are currently being developed); and
- Working with the Museum's Managing Director (currently being recruited) and the Director of Estates & Capital Projects to provide expert counsel and challenge in the oversight of and reporting on expenditure related to the Museum's Masterplan (please note that there are currently three projects under the Masterplan: The BM_ARC in Reading, and in Camden the Energy Centre Programme and the Western Range programme).

Reporting to:

- The Director

Responsible for:

- Finance Department, including procurement (30; one direct report);
- Legal services and information governance teams (6; one direct report); and
- Internal Audit (one direct report).

Management of People and Resources

- Leading, motivating, managing and developing the finance, legal and information governance, and internal audit departments; and
- Ensuring appropriate recruitment and succession planning.

Planning and Strategy

- Providing strategic direction to the Museum's financial processes and working with the Directorate Group to develop a strategy that enables and supports the Museum's aspirations;
- Working with DCMS, as the Museum's principal regulator and sponsor, to ensure quality financial reporting on use of public money, to provide assurance on government-funded projects and to make a strong case for continued investment in the Museum;
- Overseeing the planning, budgeting and forecasting processes for the Museum; and
- Supporting the coordination of a Masterplan for the Museum.

Reporting

- Designing and overseeing the provision of timely, accurate and informative management information; and
- Managing relationship with the sponsor body on financial, legal information management matters, overseeing provision of information and seeking approvals where required.

Systems

- Overseeing relevant systems, developing efficiency and effectiveness.

Advice

- Advising the Director on the discharge of his duties as the Museum's Accounting Officer;
- Advising on the Museum's governance processes;
- Understanding and providing advice on the implications of sector-wide issues;
- Providing advice on improving organisational, project and programme management throughout the Museum.

Compliance, internal controls and risk management

- Overseeing the relationship with HMRC, ensuring compliance;
- Overseeing the Museum's risk register and corporate risk management processes;
- Ensuring internal audit resources, programme and reporting are appropriate;
- Maintaining appropriate controls to safeguard the Museum's financial assets;
- 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;
- Managing the relationship with external auditors; and
- Overseeing the control environment and the on-going development of financial and other controls.

Professional Services

- Ensuring delivery of a process change programme to improve controls, efficiency and effectiveness, including potential integration of duplicated systems and procedures.

Financial assets

- Supporting the Investment Sub-Committee in reviewing and delivering the Investment Policy; and
- Acting as Secretary to the Trustees' Investment Sub-Committee' after 'Investment Policy'.

Efficiency & 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;
- 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:

- Financial planning for a complex institution;
- Development and delivery of successful strategies;
- Experience of presenting to Boards;
- Setting and monitoring budgets;
- Using complex databases;
- Strong IT skills;
- Successfully delivering significant process and structural change; and

Skills:

- Significant line management experience;
- Keeping abreast of key developments to help contribute to strategic approaches within the Museum;
- 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;
- Assessing the degree of longer term risk and likely impact associated with proposed actions and making decisions that do not limit or compromise future options;
- Managing, leading, motivating and developing teams and individuals;
- Managing conflicting demands, prioritising own and others' workloads appropriately, and anticipating and addressing future resource requirements;
- Making complex information clear to others;
- Encouraging excellence in service standards, setting the benchmark to which others aspire;
- Influencing key stakeholders and negotiating agreements; and
- Acting as an advocate for the Museum.

Commitment to Equity, Diversity and Inclusion:

- The British Museum values and respects the diversity of its audiences and its staff; the Managing Director 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 using code EBMH.

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 Thursday 29 August 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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