

# CHISWICK HOUSE & GARDENS TRUST

## HEAD OF FINANCE

**Responsible to:** Director

**Responsible for:** Finance Manager

**Contract:** Full time (35 hours per week)

**Salary:** £48,000 - £52,000

We have a flexible working policy to allow change in work pattern and homeworking. Available to candidates who only wish to work four days a week, or less than full hours.

Holiday entitlement of 25 days plus bank holidays.

Open to job shares.

## ROLE SUMMARY

### OVERALL PURPOSE AND ROLE

This is an exciting role to provide a strong financial lead to an ambitious, small team that has pivoted the business model of Chiswick House & Gardens Trust to develop new income streams in response to the impact of the Covid pandemic and to meet its charitable objectives.

There are several income streams; including grants, donations, membership, commercial and event hire, tickets sales, retail, and property income, some established and some new since 2021.

A Finance consultant has been in place, on a temporary basis, since May 2020 and has led the transformation of the Finance function from paper-based to digital cloud-based platforms and has streamlined the Trust's processes and practices. They are now stepping down. This role will, therefore, be the senior Finance lead and will be instrumental in continuing this transformation. Providing financial guidance and oversight to the Director and Trustees.

The role will be responsible for HR and IT.

## MAIN DUTIES AND RESPONSIBILITIES

### Management Accounting and Financial Accounting (35%)

- Responsible for the effective and efficient running of the Finance department.
- Production of the monthly management accounts from Xero and integrating the ticketing, fundraising and retail platforms.
- Prepare papers for the Finance, Audit and Risk Committee and the Finance section for the Trustees' meetings.
- Oversee the VAT return (with non-business and partial exemption issues), Gift Aid submissions and ensure compliance with all relevant tax matters.
- Prepare the statutory accounts including managing the audit process.
- Ensure all company secretarial and corporate governance duties are carried out and the Trust and its trading subsidiary are compliant.
- Advising the Director and Trustees on legal compliance on financial and matters of financial risk.

### Financial Planning (15%)

- Manage the annual budgeting process, in year forecasts and longer term trajectory.
- Cash flow forecasting
- Budget and monitor projects funded by restricted grants.

### Business Development (20%)

- Meet regularly with budget holders to review financial information and agree on actions. Provide guidance on the financial aspect of strategic decisions.

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- Regular meetings with external stakeholders.
- Provide financial information for strategic decisions and implement monitoring and evaluation tools. Review of contracts for financial implications and reporting and maintain the central contracts register. Provide information for annual contract renewals.

## Change Management & Operations (10%)

- Build on the financial systems, and controls already in place including budgeting and forecasting. Including developing integrations of systems to maximise the benefits of the different platforms.
- Design solutions and work with department heads to produce reports as required.
- Ensure the financial controls are in place to support the operational management of all aspects of the Trust.

## Grants (10%)

- Provide financial information for grant applications.
- Complete and supply financial information as requested by grant giving bodies.

## HR & IT (10%)

Working with our HR, IT and legal services providers the role will have responsibility for these areas including:

- Review and improve current HR processes, policies, and practices for our staff and volunteers.
- Review our IT needs and put in place a 3-year IT strategy to enable our growth.

## THE ORGANISATION

Chiswick House is a 300-year-old historic house with 65 acres of gardens in the heart of Hounslow, West London. Chiswick House and Gardens Trust was established in 2005 jointly by The English Heritage Trust and the London Borough of Hounslow, who previously managed the house and gardens respectively. It is the birthplace of the English Landscape Movement, with the largest collection of heritage camellias under glass in the world, 17th-century walled gardens and Kitchen Garden, and is internationally recognised for its architecture and garden history.

Today, Chiswick House and Gardens is a hub for the local community, with 1,000,000 visits made to the Gardens each year, as well as thousands of visitors to the House and Kitchen Garden. We are a popular destination for dog walkers, families, individuals, and groups who arrive at Chiswick daily in pursuit of nature and culture. Our House and Kitchen Garden are open to visitors, we host weddings, film and photography shoots, outdoor theatre and cinema, music and food festivals, family events and sporting activities which bring the community together.

## WHO WE'RE LOOKING FOR

### ESSENTIAL

- Recognised accounting qualification.
- Understanding of charity SORP and company accounts as well as company secretarial duties.
- Excellent IT skills including advanced Excel.
- Experience in developing IT strategy and understanding of Financial IT systems and integration with other operational systems.
- Ability to set targets and deadlines, monitor performance and address variance (in relation to both people and activity).
- Experience in leading a Finance team.

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- Ability to represent finance to stakeholders both within an organisation and externally, to build productive and positive working relationships.
- Ability to identify the financial, regulatory and tax implication of decisions and provide guidance using outside sources where necessary.
- Adaptable and self-motivated in developing the role.
- Evidence of delivering effective and the ability to apply learnings from change programmes.
- Requires a working knowledge of the English language as the role requires advice to others in the business language of the Trust.
- Knowledge of HR policies and procedures.

## DESIRABLE

- Experience of working in a charity.
- An understanding of the running of a heritage cultural business.
- Knowledge of Cloud platforms used: Xero, Digitickets and Shopify.

We are looking for people who reflect the diversity of the country today to help us shape and change our approach and make it more relevant to the diversity of the people in our local communities. Disabled people, those that identify as being from Black, Asian and minority ethnic backgrounds and people under 30 are under-represented in our staff and volunteer team so we particularly encourage applications from people in these groups.

## OTHER

You may be asked to carry out additional tasks as may arise, and which may be reasonably accommodated within the post's salary level. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts of omissions at work.

## HOW TO APPLY

Please, email your CV with covering letter (no more than 1 side of A4) explaining why you are a good fit for the role to [info@chgt.org.uk](mailto:info@chgt.org.uk).

**Deadline for applications is Monday 19<sup>th</sup> July 2021.**

**First interviews will be held on Friday 23<sup>rd</sup> July 2021.**

**There will be a second interview**