

Candidate Pack Finance Manager

Full Time, 40 hrs per week
Permanent Contract



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is a non-departmental public body of the Department for Culture, Media and Sport (DCMS) and is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister. The Collection is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- **To maintain, research and preserve the Collection for future generations;**
- **To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;**
- **To build and support a strong exhibition programme;**
- **To lay a strong financial foundation for the future; and**
- **To embark upon a Masterplan programme to transform the museum.**



Role summary

The **Finance Manager** manages the day to day running of the Finance department at the Collection, and is the first point of contact for internal and external stakeholders. They will be responsible for enhancing financial policies, processing the Collections monthly payroll for circa 135 individuals, providing line management to the Finance Assistant, and maintaining high standards of accuracy and timeliness in financial reporting. A central aspect of the role will be preparation of monthly management accounts and statutory accounts for the two entities at the museum: the Wallace Collection Charity and the museum's trading company: Hertford House Marketing Limited. The postholder will be responsible for ensuring robust financial management and commercial decision-making – working closely with Heads of Departments to ensure budgets are effectively managed and monitored.

While primarily responsible for the strategic aspects of financial accounting and operations, success in this lean organisation also requires being proactive and taking an active role in day-to-day financial procedures and processes.

This role reports to the Director of Finance and Resources.



Role description

Financial Reporting

- Preparation of all routine and ad hoc reports drawn from accounting records.
- Production of monthly management accounts, including variance analysis for the Wallace Collection and Hertford House Marketing Ltd.
- Monthly management accounts for all budget holders.
- Coding of all self-generated income, ensuring that recognition complies with the relevant accounting standards.
- Preparation of annual reports and supporting schedules for auditors of the Wallace Collection and Hertford House Marketing Ltd; with the assistance of the Director of Finance and Resources.
- Acting as main point of contact with internal and external auditors.
- Produce Balance sheet and Bank reconciliations with support from the Finance Assistant.
- Preparation of ad hoc reports and papers for both internal and external stakeholders.
- Monthly counting and banking of the donation boxes.
- Regular monitoring of bank accounts and working capital management.

Compliance

- Responsible for preparing the quarterly VAT return, with support from the Finance Assistant.
- Responsible for preparing Gift Aid returns with assistance from the Finance Assistant and the Development Team.
- Ensuring compliance with donor restrictions, public sector and charitable sector regulations and guidelines.
- Liaising with Customs and Excise on routine VAT matters and Inland Revenue on other tax matters.

Payroll

- Manage all aspects of the outsourced payroll function to ensure all staff are paid accurately and on time, liaising with HR contacts for audit and accounting purposes.
- To act as the primary point of contact for the outsourced payroll provider and pension administrators, ensuring all payroll and pension-related queries and actions are resolved accurately and in a timely manner.
- To complete the monthly payroll reconciliation.

Person specification

Essential

- Actively studying towards a recognised professional accounting qualification (CIMA, ACA, or ACCA).
- Ability to develop and optimise financial systems, especially financial reporting tools.
- Understanding of financial control mechanisms within a business environment.
- Experience of managing year end audits, ideally within government bodies or heritage/cultural/charitable organisations.
- Understanding of financial planning, forecasting and analysis and the importance of embedding this throughout an organisation.
- Proven track record of communication complex financial information in an easy to understand format.
- Excellent analytical skills and strong proven problem-solving ability, combined with diligent attention to detail.
- A self-starter, with the ability to work under pressure and to accomplish tasks to a high level of quality without supervision.
- Understanding of management and financial accounting principles and techniques.
- Enthusiasm and passion for the Wallace Collection.

Desirable

- Understanding of Gift Aid regulations.
- Appreciation of the needs of a national museum and how it operates as a Non-Departmental Public Body within a subsidised sector.

Salary, benefits and working hours

The salary for this role is between £42,000 and £43,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha – a defined benefit occupational pension scheme (28.97%)
Partnership pension account – a stakeholder pension
- **Interest free loans after six months satisfactory service**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.30 to 17.30. However, some flexibility will be required, as there may occasionally be a need to participate in specialist conferences or wider museum activities.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **23/11/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on **26/11/2025**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



