

## Job Description

<b>Job Title</b>	<b>Financial and Management Accountant – Commercial and Projects</b>
<b>Reporting to:</b>	Head of Finance
<b>Direct Reports:</b>	None
<b>Grade:</b>	Managerial/Specialist
<b>Department/Team:</b>	Finance
<b>Group:</b>	Finance and Resources

### **ABOUT THE RAF MUSEUM**

The Royal Air Force Museum is a national museum, a Government non-departmental public body (NDPB) and a registered charity, with two sister sites at London and Cosford. RAF Museum Enterprises Ltd is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force - past, present and future, using the stories of its people and our collections, to engage, entertain, inspire and encourage learning. Our overall vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Connecting with communities and partners
- Inspiring our people within a dynamic, diverse and collaborative culture
- Fit for the future with brilliant basics
- Embedding an entrepreneurial, agile and sustainable approach

Underpinning everything that we do, the Museum has three overarching commitments that inform our insight, business planning and strategy development, these are our:

- **Equity, Diversity and Inclusion Commitment** – we believe that everyone has the right to live without fear or prejudice regardless of race, age, gender, disability, sexual orientation, social class, religion and belief. We aim to embed a supportive and open culture which is inclusive, positive and fair to all, develop flexible opportunities to encourage engagement with the Museum onsite, offsite and online and celebrate differences.
- **Sustainability Commitment** - we are in a climate emergency, and we are committed to addressing this crisis through our operation and with our audiences. We will operate in an environmentally sustainable way, applying the principles of sustainable development for the benefit of current and future generations, both locally and globally.
- **Health & Wellbeing Commitment** – we are committed to creating an environment where health and wellbeing are actively promoted, where people feel engaged and valued for their contribution. We aim to create a health promoting workplace where people can be themselves, feel their best and perform at their best, so we can deliver an exceptional experience for our visitors.

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire current and future generations.

The Finance and Resources Group comprises the Finance, Human Resources (HR) and Volunteering, Estates, Development and IT teams. We support the Museum to manage and develop all resources and activities effectively and flexibly to meet its charitable objectives and strategic ambitions, within a professional, collaborative, diverse and entrepreneurial culture. The team is also responsible for ensuring that appropriate controls are in place to meet all legal and regulatory requirements.

### **Purpose of the Job**

- To provide business partner support and analysis to the RAFMEL team to inform decision-making, ensure value for money and maximise return to the Museum.
- To be responsible for financial and management reporting of RAFMEL commercial activity and the Museum's major capital projects, delivering monthly management reports and additional ad hoc reports as required, and preparing annual statutory reports for audit purposes.
- To be responsible for driving the implementation and monitoring of designated finance projects covering both the Museum and RAFMEL, in collaboration with the Head of Finance and Director of Finance and Resources.
- To work with members of the senior management team and commercial teams to review, analyse and report on commercial trends and variances, work with Senior Managers to support effective decision-making on agreed major projects and programmes.

### **Key Role Responsibilities**

#### **Management Reporting**

- Responsibility for preparation and first review of monthly management accounts (including income and expenditure statement, balance sheet, cashflow statement, funds summary,

salary summary) and performance reports for RAFMEL, in an accurate and timely fashion, including any associated commentary and key performance indicators (KPI).

- To be responsible for accurate recording of all income and expenditure associated with RAFMEL and the Museum's major projects.
- The analysis and interpretation of financial and business data to support budget-holders as required during the monthly operations and during the annual budget-setting process.
- Provision of financial and statistical data for preparation of budgets, cash flow forecasts and other reports as required.
- To provide business partner support to the Commercial teams to support decision-making and to drive profit improvements in all lines of business and to support Senior Management Group and budget-holders in the effective management of their budgets and adherence to policies and processes to ensure best practice.
- Preparation, review and analysis of the year-end RAFMEL statements and annual report, in line with relevant reporting standards.
- Assist the Head of Finance with information required to prepare papers for board and sub-committee meetings.
- Support of the regular internal and annual external audit processes, including providing information required by auditors and resolving queries arising from audit work.

### **Accounting**

Responsibility for overseeing the work of the Finance Assistant – RAFMEL in:

- Reconciliation of daily takings sheets reports from both sites and accurate monthly reporting of income by activity.
- Preparation and posting of all journals for RAFMEL, such as accruals, prepayments deferred income, salaries and payroll, intercompany transactions.
- Preparation of monthly reconciliations, including bank reconciliations, intercompany balances and appropriate reconciliations to memo reports.
- Taking action to resolve and clear reconciling items within the reporting period they are identified.
- Preparation and posting of all profit-share calculations for visitor experiences.
- Preparation of Gift Aid and corporation tax calculations.
- Preparation and filing of VAT returns.

### **Project Accounting**

- Develop and provide performance reports to monitor progress, investigate variances and update forecasts for major projects for the Museum & RAFMEL as required, taking ownership of the processes required.
- Provide modelling support for working up business cases for future major projects and programmes as required.

### **Project Reporting**

- Identifying and agreeing performance indicators with senior managers for the Museum and establishing the processes for collecting the data.
- Expanding the existing reporting models to collect and process the data, linking outputs into the existing reporting routines and performance dashboards for both the Museum and RAFMEL.
- Providing business analysis support to the Head of Finance and budget holders as required.

### **Business Management**

- Identify and offer professional judgment on opportunities to achieve greater value for money, make cost savings and maximise income generation for the Museum.
- Work with the Head of Finance and budget-holders to improve and monitor procurement processes and develop a preferred supplier list.

### **Governance**

- Support coordination of formal Internal Audit reviews across the Museum and follow up on actions identified, working with the Director of Finance & Resources and Senior Leadership Team.
- Additional compliance and internal process monitoring as required by the Head of Finance.
- Provide administrative support to the Director of Finance & Resources and Head of Finance in relation to Trustee committee meetings as required.

### **General**

- Maintenance of Business Intelligence system in Sage200.
- Maintaining appropriate financial records and ensuring prior year files are archived at least annually.
- Consistently and professionally challenging procedures and processes to seek efficient ways of working in the Museum.

## **Additional General Responsibilities**

### **Relationships**

- Ensure effective communication with all stakeholders, both internally and externally.
- Work closely with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.
- Cultivate external relationships to identify potential new partners.
- Build and maintain partnerships with relevant external contacts and stakeholders.
- Champion volunteering across the Museum.

### **Budgets and Resources**

- Work to reduce operational costs and maximize resources whilst maintaining standards of products and services.

### **Policies and Procedures**

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including in relation to Health and Safety, Safeguarding and GDPR.
- Professionally challenge procedures that do not add value to the Museum.

### **Personal Responsibilities**

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.
- Be a positive influence and role model, acting with integrity and professionalism and tackling challenges in a pragmatic and collaborative manner, to bring your team and the wider staff along with you when changes and developments are being implemented.

**General Consideration**

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.
- You will be expected to travel to other sites, as and when the role requires it, including outside the UK.

## Person Specification:

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

<b>COMPETENCY</b>	<b>DETAILS</b>
<b>Essential technical competencies</b>	<ul style="list-style-type: none"><li>• Full Accounting qualification (ACA, ACCA, CIMA or overseas equivalents) or part qualified.</li><li>• Advanced Excel skills.</li><li>• Experience with Sage200 accounting and reporting.</li><li>• Strong IT literacy, including high level of competency with Microsoft Office products.</li><li>• Strong knowledge of taxation issues, particularly VAT.</li></ul>
<b>Communication &amp; Engaging People</b>	<ul style="list-style-type: none"><li>• Communicates in a straightforward manner, demonstrating respect and acting with integrity and impartiality.</li><li>• Is open and inviting of the views of others and is confident in constructively challenging views and proposals.</li><li>• Leads by example, acting as a role model and exemplifying appropriate behaviours and values, encouraging others to do the same and promoting a positive culture, acting promptly and appropriately when standards aren't met.</li><li>• Ensures individual contributions are maximised by an appropriate mix of coaching, development, guidance support and performance management.</li></ul>
<b>Decision Making &amp; Problem Solving</b>	<ul style="list-style-type: none"><li>• Recognises scope of own authority for decision making and empowers team members to make appropriate decisions.</li><li>• Makes decisions when they are needed, even if they prove difficult or unpopular.</li><li>• Provides advice and feedback to support others to make accurate decisions.</li><li>• Demonstrates accountability and able to make unbiased decisions.</li><li>• Displays a strong commitment to improving ways of working and generating ideas.</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Displays a strong commitment delivering on own/teams' objectives.</li><li>• Pre-plans work programme for own role and teams, taking into account current and future priorities.</li><li>• Monitors own and/or team's performance against agreed outcomes and take corrective action as necessary.</li></ul>
<b>Change, Adaptability &amp; Flexibility</b>	<ul style="list-style-type: none"><li>• Ability to flex approach to the different needs of competing work areas.</li><li>• Demonstrates resilience and positivity in changing and demanding circumstances and to manage effectively in a climate of change.</li><li>• Plays an active role in shaping and delivering organisational change and identifying lessons learned.</li></ul>
<b>Professional Excellence</b>	<ul style="list-style-type: none"><li>• Uses specialist professional//technical expertise and operating knowledge to its fullest extent, where appropriate.</li><li>• Recognises the need to refer to others' expertise and acts accordingly.</li><li>• Is a member of appropriate professional body or technical association, where appropriate.</li></ul>

	<ul style="list-style-type: none"> <li>• Pro-actively undertakes continuous professional development either within Museum or externally.</li> <li>• Engages with professional networks.</li> </ul>
<b>Strategy &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Articulates the Museum's purpose and objectives and supports their team to see their role within it.</li> <li>• Actively shares experience and knowledge with team and, where appropriate, the wider Museum to develop understanding and knowledge.</li> <li>• Confidently engages with stakeholders and colleagues at all levels, both internally and externally.</li> <li>• Motivates and provides confidence to team members, allowing them to utilise their skills and knowledge and act with relevant level of autonomy.</li> </ul>

The following are desirable:

<b>COMPETENCY</b>	<b>DETAILS</b>
<b>Additional technical competencies</b>	<ul style="list-style-type: none"> <li>• Previous experience of not-for-profit donor reporting.</li> </ul>

Date created: 17/05/24

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