

## Job Description

<b>Job Title:</b>	Finance Manager
<b>Reporting to:</b>	Head of Finance
<b>Direct Reports:</b>	None
<b>Grade:</b>	Managerial/Specialist
<b>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 Role**

The Finance Manager will be responsible for all financial and management reporting activities for RAF Museum Enterprises Limited (RAFMEEL), including financial planning, budgeting, reporting, and analysis. A central aspect of this role is to establish, monitor, and continuously enhance financial controls that safeguard company assets and ensure the accuracy and integrity of financial information.

The post-holder will also support the Head of Finance with financial reporting for the wider RAF Museum. This includes process improvement, implementation of financial initiatives, and close collaboration with operational teams to ensure the timely delivery of high-quality financial information.

### **Key Role Responsibilities**

#### **RAF Museum Enterprises Limited (RAFMEEL)**

- Lead the preparation of monthly management accounts and annual statutory financial reports, including narrative analysis and key performance indicators.
- Develop, manage, and monitor budgets, forecasts, and financial models in collaboration with internal stakeholders
- Oversee cash flow and all financial transactions to ensure financial stability.

- Ensure compliance with statutory legislation and relevant financial regulations.
- Liaise with internal and external auditors, as well as external advisors (e.g., tax consultants).
- Collaborate with operational teams to provide financial insights that support decision-making and business performance.
- Analyse financial performance to identify opportunities for efficiency and growth.
- Supervise the Finance Assistant and oversee tasks including:
  - Daily reconciliation of income and preparation of monthly income reports by activity.
  - Posting of journals (e.g., accruals, prepayments, deferred income, payroll, intercompany).
  - Monthly reconciliations (e.g., bank, intercompany accounts).
  - Timely resolution of reconciling items within the relevant reporting period.
  - Calculation and posting of profit-share for visitor experiences.
  - Preparation of Gift Aid and corporation tax calculations.
- Submission of VAT returns.

### **RAF Museum (Charity Entity)**

- Support the Head of Finance to:
  - Prepare monthly management accounts and annual financial statements.
  - Produce budgets, forecasts, and financial models.
  - Support coordination of formal Internal Audit reviews across the Museum and follow up on actions identified, working with the DFR and SLT.
  - Coordinate the management of the corporate risk register, including issuing periodic reminders to risk owners, consolidating departmental submissions, and ensuring updates are reviewed and presented in line with governance timelines
  - Implement and maintain effective financial controls and policies.
  - Drive cost efficiency while maintaining service and product standards.
  - Collaborate across departments to deliver organisational programmes and objectives.
  - Constructively challenge non-value-adding procedures to improve financial processes.

### **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.

#### **Budgets and Resources**

- Work to reduce operational costs and maximise 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 GDPR, Health and Safety and Safeguarding policies and procedures.
- 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. However this is expected to be infrequent (less than once per month).

### **Person Specification:**

#### **Essential Competencies**

<b>COMPETENCY</b>	<b>DETAILS</b>
<b>Essential technical competencies</b>	<ul style="list-style-type: none"> <li>• Professional accountancy qualification (ACA, ACCA, CIMA or equivalent); part-qualified or qualified by experience.</li> <li>• Proficient in Excel.</li> <li>• Proficient in Microsoft Office suite.</li> <li>• Strong financial reporting and budgeting skills.</li> </ul>
<b>Communication &amp; Engaging People</b>	<ul style="list-style-type: none"> <li>• Communicate in a straightforward manner, demonstrating respect and acting with integrity and impartiality.</li> <li>• Open and inviting of the views of others and 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 takes 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>• 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</li> </ul>

	and identifying lessons learned.
<b>Professional Excellence</b>	<ul style="list-style-type: none"> <li>• Uses specialist professional/technical expertise and operating knowledge to its fullest extent.</li> <li>• Recognises the need to refer to others' expertise and acts accordingly.</li> <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 the 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>

### Desirable Competencies

COMPETENCY	DETAILS
<b>Technical Expertise</b>	<ul style="list-style-type: none"> <li>• Experience with Sage200 for financial reporting</li> <li>• Advanced Excel skills (e.g., macros, queries).</li> <li>• Previous experience in the charity or museum sector</li> </ul>

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