

Job Description

Job Title:	Project Accountant
Reporting to:	Head of Finance (with dotted line to Project Manager)
Direct reports:	No direct reports, but will be expected work with volunteers, as and when required.
Grade:	Managerial/Specialist
Team:	Finance
Group:	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.

Inspiring Everyone: RAF Museum Midlands Development Programme

More information about the overall programme can be found at:

<https://www.rafmuseum.org.uk/support-us/introducing-the-raf-midlands-programme/>

More information on our agreed approach to engagement across the project is available on request.

Purpose of the Job

The Project Accountant will support the successful finance delivery of the £28m Midlands Development Programme partially funded by the National Heritage Lottery Fund. This is a key role responsible for managing the financial reporting, forecasting and compliance requirements associated with this major programme of works.

Working closely with the Project Manager and the Finance Team, you will take the lead for the financial management of the project ensuring robust forecasting, accurate reporting and compliance with NLHF financial reporting requirements.

Key Role Responsibilities

- Lead day-to-day financial management of the project, ensuring compliance with NLHF financial reporting conditions and internal controls.
- Monitor and update the project budget, forecasting expenditure and flagging risks proactively.
- Manage the drawdown of funds from the NLHF, preparing and submitting financial claims, reports, and evidence to support grant claims.
- Track capital and revenue spend, ensuring accurate allocation and reconciliation of costs against the budget.
- Maintain rigorous financial records and documentation for audit and review.
- Liaise with contractors, consultants, suppliers, and internal teams to validate invoices, manage payment schedules, and ensure timely processing.
- Support procurement processes in line with funder requirements and public procurement standards.
- Provide regular financial updates and reports to the Major Programmes and Projects Committee and other Committees as appropriate.
- Support risk management by providing financial insights into potential cost overruns or funding gaps.
- Contribute to final reporting, evaluation, and project closure processes, ensuring full accountability for all funds received and spent.

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:

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

COMPETENCY	DETAILS
Essential technical competencies	<ul style="list-style-type: none"> • Professional accountancy qualification (ACA, ACCA, CIMA or equivalent); part-qualified or qualified by experience. • Proficient in Excel. • Proficient in Microsoft Office suite. • Strong financial reporting and budgeting skills.
Communication & Engaging People	<ul style="list-style-type: none"> • Communicate in a straightforward manner, demonstrating respect and acting with integrity and impartiality. • Open and inviting of the views of others and confident in constructively challenging views and proposals. • 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. • Ensures individual contributions are maximised by an appropriate mix of coaching, development, guidance support and performance management.
Decision Making & Problem Solving	<ul style="list-style-type: none"> • Recognises scope of own authority for decision making and empowers team members to make appropriate decisions. • Makes decisions when they are needed, even if they prove difficult or unpopular. • Provides advice and feedback to support others to make accurate decisions. • Demonstrates accountability and able to make unbiased decisions. • Displays a strong commitment to improving ways of working and generating ideas.
Delivering Results	<ul style="list-style-type: none"> • Displays a strong commitment delivering on own/teams' objectives. • Pre-plans work programme for own role and teams', taking into account current and future priorities. • Monitors own and/or team's performance against agreed outcomes and takes corrective action as necessary.
Change, Adaptability & Flexibility	<ul style="list-style-type: none"> • Ability to flex approach to the different needs of competing work areas. • Resilience and positivity in changing and demanding circumstances, and to manage effectively in a climate of change. • Plays an active role in shaping and delivering organisational change and identifying lessons learned.
Professional Excellence	<ul style="list-style-type: none"> • Uses specialist professional//technical expertise and operating knowledge to its fullest extent. • Recognises the need to refer to others' expertise and acts

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

The following are desirable:

COMPETENCY	DETAILS
Additional competencies	<ul style="list-style-type: none"> • Experience in the public / cultural / heritage sector. • Experience with Sage200 for financial reporting. • Advanced Excel skills (e.g., macros, queries). • Previous experience in the charity or museum sector. • Understanding of capital project lifecycle and terminology (RIBA stages, quantity surveying, etc). • Familiarity with NLHF reporting processes and compliance requirements.

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