

JERSEY HERITAGE JOB DESCRIPTION

Job Title:	Finance & Commercial Operations Director
Department:	Finance
Reports to:	CEO
Reports in:	2
Hours:	Full Time
Based at:	2 Hill Street

Overall Purpose:

The Finance & Commercial Operations Director has overall responsibility for Finance and Commercial Operations for Jersey Heritage.

Finance:

To develop and implement financial plans and policies that enable the achievement of Jersey Heritage's business strategies and to provide all necessary financial and management accounting, internal control, stakeholder and reporting services as appropriate to each area in which the organisation operates.

Commercial Operations:

To maximise all income generating opportunities utilising the wide range of resources available to Jersey Heritage whilst recognising the overarching principle of access for all to Heritage.

Main Accountabilities for all Areas:

- As a member of the Senior Management Team support the Chief Executive Officer in the development of the strategies, policies and business plans for Jersey Heritage for consideration and approval by the Board.
- Manage all direct reports to ensure that they are appropriately trained and motivated to carry out their responsibilities to the required standards and meet their personal and departmental objectives.
- Keep abreast of developments that affect the organisation, such as changes to legal, regulatory and accounting standards and requirements, and advise the organisation & the Board on appropriate courses of action.
- Manage and develop relationships with stakeholders, professional advisers, auditors and other relevant parties on behalf Jersey Heritage to ensure that the organisation can achieve its longer-term objectives and meet all of its obligations.

Main Accountabilities for Finance:

- Develop, propose and implement financial plans (budgets & forecasts) and policies appropriate to the needs of the business for access to funding and operational expenditure in support of its business strategies with a minimum planning horizon of five years forward or further dependent on the planned activity.
- Design, develop and resource the finance function and manage its performance to ensure that adequate resources are available at all times to maintain the highest level of financial standards.
- Ensure that appropriate systems are in place for the organisation to be able to budget, monitor, control and report on all of its financial affairs, and to produce management and financial information that meets the varying needs of the organisation, the Board, any stakeholders and accrediting bodies.
- Work closely with the Honorary Financial Adviser (if appointed) and the Finance and Audit Committee to ensure that the Board has, through them, a constantly updated view of Jersey Heritage's financial performance, plans and issues.
- Ensure that the Board, management and staff are aware of the breadth of the financial information available and that they understand how this information can be used, and to ensure its delivery in appropriate form so that business decisions can be reliably based upon such information.
- Establish structures and processes for the effective performance of financial risk analysis, control and mitigation, regulatory compliance, due diligence, fraud prevention and internal audit in all areas of operation.
- Have regard to the current active Service Level Agreement between Jersey Heritage and the Department for the Economy in respect of financial management and reporting.
- Establish and maintain systems and processes for efficient processing of payables, receivables, payroll and other financial transactions.
- Undertake effective treasury management to ensure sufficient working capital whilst maximising returns on cash deposits held,
- Manage the organisation's portfolio of insurance requirements, ensuring that cover is appropriate and the interests of Jersey Heritage, its staff and visitors are protected at all times.

Main Accountabilities for Commercial Operations:

- Provide leadership for maximising commercial opportunities available to Jersey Heritage utilising the assets it has at its disposal across the following main areas of operation.
- Lead a commercial strategy for the organisation, ensuring resources are focused on exploiting the best opportunities for Jersey Heritage.

- Lead a pricing strategy across Jersey Heritage, ensuring all factors including our responsibilities for accessibility and giving access to the island's heritage are considered across the organisation.
- Ensure profitability is understood across the activities and appropriate decisions are made considering this information.
- Work closely with the Curation & Experience team to ensure all events run by this team are understood and any commercial opportunities considered.
- Work closely with marketing and comms team to best promote the commercial element of Jersey Heritage.
- Ensure all activities are managed and governed well including:
 - Admissions & Group Bookings
 - Membership
 - Heritage Lets
 - Heritage Venues
 - Café trading
 - Retail trading

In addition:

- To undertake any other duties, as the Director may at times reasonably require.
- To take responsibility for own personal development, in line with agreed annual performance objectives and professional CPD requirements.
- Adhere to and promote the Museums Association and Archives and Records Associations' Code of Ethics for Museums.

Candidate Profile

- ✓ A minimum of 8 years relevant experience as a professionally qualified accountant or qualified by experience as a senior financial manager within an organisation.
- ✓ Experience should include that gained at a strategic level in a commercial environment.
- ✓ Previous experience of working in an audit environment would be advantageous.
- ✓ High integrity and openness combined with commitment to good governance.
- ✓ Highly motivated with an enquiring mind, ever curious and constantly questioning with a passion for excellence in pursuit of growth and success.
- ✓ Extensive IT skills.
- ✓ Knowledge of SORP and charity accounting would be an advantage.
- ✓ Breadth of vision to be able to develop, build upon and support the strategic direction of the organisation through the successful application of innovative and imaginative solutions to financial problems and opportunities.
- ✓ Comprehensive knowledge of local & UK accounting, taxation and regulatory issues that affect the organisation.
- ✓ Management skills and sensitivity to direct, motivate and develop staff in meeting their objectives.
- ✓ Strong interpersonal skills with the ability to relate to the Board and all levels within the organisation as well as with external contacts including political leaders, senior civil servants, funders, sponsors, professional advisers and business and heritage partners.
- ✓ The tenacity to accept and tackle problems to ensure satisfactory solutions.