



National Justice Museum is an independent museum and Public Legal Education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall/County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last 2 centuries. We empower audiences, providing opportunities to gain knowledge and understanding of the law/justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site where we are a key stakeholder in the discussion around how this space will be developed and used going forward.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO). We are gaining recognition nationally for work on representing and including diverse audiences; building a reputation for taking the museum out to people, engaging with community partners and becoming more accessible to a wider range of people.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and as part of a special events programme across the country. In 2019 we entered into a partnership with The Ben Kinsella Trust to deliver 'Choices and Consequences', a key programme educating young people about the dangers of knife crime.

Early in 2022 we worked with an external facilitator to revisit and agree our organisation's aims, value and purpose which are included in this pack. We have recently applied for funding from the Arts Council for 2023-26 for which we have received a conditional offer. A key part of work through to April 2023 is in negotiating the funding agreement with the Arts Council.

Like many independent museums, the pandemic has had a considerable impact on our finances and our reserves position. Whilst we were successful in applying for many of the emergency funds and utilising furlough, the cost of living crisis has exacerbated an already critical situation in securing our sustainability. This role will play a key part in working with the SMT and the Chief Executive to secure a clear and sustainable operating model in order ensure our ongoing survival.

We are an amazing organisation, widely seen as leading learning provider and key part of the city of Nottingham's vibrant approach to the cultural sector and working with communities away from the museum to achieve our aims – these range from local community groups and partnerships to active working in prisons. We offer a highly flexible, hybrid working environment and are looking for someone to bring professionalism and high energy at such a pivotal time for us.

A handwritten signature in black ink, appearing to read 'Victoria Reeves', written over a light blue horizontal line.

Victoria Reeves, CEO

Our purpose

'We tell the story of justice through time. We work inclusively and collaboratively with communities, supporting the creation of a fairer and equitable society.'

'We empathetically enable people of all ages to extend their understanding of the law and justice system, so they are inspired by their rights and responsibilities to play an active role in society.'

We are a multi-award winning Museum and we are growing in national stature, winning the 'Museums Change Lives' award in 2021 for our innovative workshops in an envelope project. We are a leader in public legal learning and education and in developing diverse collaborations and partnerships for our work. Our learning programmes are delivered in centres across England, in our historic courtrooms in Nottingham, the Royal Courts of Justice and the Rolls Building in London, and in active courts in the North West. Our ambition is to widen our learning offer to more UK locations.

Our museum is based in Nottingham's former Shire Hall and County Gaol, a Grade II* listed building featuring a Victorian criminal and civil courtroom, an Edwardian police station and exhibitions exploring the fascinating history of justice, we house historically significant collections of over 40,000 objects that cover the history of the British Criminal Justice System. The City of Caves forms a key part of our offer and here we explore stories of social justice within Nottingham's largest historic sandstone caves and the country's only underground medieval tannery. We engage and entertain the public by including them in our unique, interactive performances.

In 2018 we became an Arts Council National Portfolio Organisation (NPO), with a specific remit to diversify our workforce and programmes. We have established a reputation nationally and regionally for our person centred creative approach and have a growing, credible reputation as an arms open organisation, connecting communities through creative activity and providing services for diverse and not yet engaged groups. We take our museum out to people, engaging with new community partners to co-produce exhibitions and become more accessible to a wider range of people.

Our Vision is:

'For everyone - equity and justice through engagement, inspiration, learning, and unforgettable experiences.'

Our values

We work creatively and equitably with people and communities; our values are to be:

- Inclusive and equitable – we aspire to build a more diverse and representative organisation
- Open and collaborative – we celebrate diversity, creative collaboration and partnership working, we listen to and respect people and we stimulate conversations with our communities, around the role of law, justice and society.

- Ambitious and dynamic – we embrace diverse people and thinking. We challenge ourselves so we develop and deliver excellence.
- Authentic – people learn and access our stories and history through experiencing our unique historic buildings and our museum collections.
- Be here for the future – we take a whole organisation approach to sustainability, ensuring we support people, partnerships and our environmental and economic future.

Our aims

We aim to:

- Excel as the national leader of public legal education
- Maintain the financial resilience and sustainability of the organisation
- Champion a green agenda and our commitment to environmental sustainability
- Ensure the well-being of our workforce of staff and volunteers
- Use our museum and collections creatively to support our work
- Expand our audience reach and ensure positive and inclusive engagement and representation for all those that engage with us
- Ensure integration, application and engagement with digital technology throughout the organisation

The Role

Based	Nottingham but with an option for some hybrid working
Salary	£40,000 – 44,000 dependent on experience
Job title	Head of Finance
Direct Reports	Finance Assistant
Key relationships	Senior Management Team, Board of Trustees, Finance and Audit Committee
Reports to	CEO
Contract	Full time, permanent 37.5 hrs per week
Purpose of the job	This is key leadership role, part of the Senior Management Team at the National Justice Museum. The Head of Finance leads on the financial management of our charity and plays a key part in setting the long-term strategy for our organisation. Along with the CEO/SMT they foster key stakeholder relationships with funders and partners. They will be responsible for making the best use of our finances, assets, and resources to deliver our vision, purpose and aims.

Our Senior Management Team consists of:

- CEO
- Director of Learning
- Head of Marketing
- Head of Finance
- General Manager
- Artistic Programme Manager

Key responsibilities

Strategic financial management and planning

The postholder will work with the finance team, finance and audit committee and external auditors, with leadership responsibility for the following areas:

- Setting budgets alongside our SMT and Management team inline with our business planning process and commitments to funders.
- Providing regular and clear financial information (to include management accounts and cash flow forecasts) and narrative to the senior team, managers and whole organisation to support decision making, programme and project delivery and to build greater financial literacy.
- Providing Trustees with clear financial information to ensure strategic, financial and organisational issues are prioritised; appropriate actions are taken; and risk is effectively monitored and mitigated.
- Supporting fundraising with accurate financial information and budgets for grant applications, sponsorship and other fundraising activity as required
- Providing accurate grant income and expenditure information for grant claims and reporting to relevant funders.
- Processing of monthly payroll.
- Preparation and processing month end journals.
- Reviewing and developing all financial management and administrative systems.
- Developing and implementing organisational policies and legal and statutory requirements, including general finance, reserves and anti-fraud policies.
- Overseeing day to day income and expenditure systems and cash flow.
- Overseeing the compliance requirements for Companies House and Charity commission regulations, annual accounting and external auditing, VAT returns.
- Company secretary duties.
- Making claims to HMRC for VAT (partial exemption scheme), Gift Aid, and others as applicable.
- Protecting and insuring the workforce and visitors through employee and public liability.
- Protecting and insuring the museum's assets: the collections, buildings and contents.
- Preparation of files for auditors and assistance throughout audit fieldwork.
- CRM and ticketing system – enrol new users, user permissions, check security
- Use CRM and ticketing system to produce financial reports in order to journal/post income into sage accounts
- Any other duties consistent with the level of the post

Experience, knowledge and skills

We are looking for a candidate who can demonstrate experience, knowledge and skills across the following criteria with the opportunity for ongoing training and development to support the successful candidate once in post.

Experience

- Experience of organisational budget setting and financial management, ideally in a charity or related field
- Experience of income and expenditure recording with sage products
- Experience in the compilation and presentation of financial reports to Boards or similar
- Experience of claiming and reporting for funds (including presentation of cash flow) for large projects funded by bodies such as National Lottery Heritage Fund (NLHF), Arts Council etc

Knowledge and Understanding

- Professional qualification in accountancy (ACA ACCA CIMA)
- Knowledge of Charity VAT, and Gift Aid submissions
- Knowledge of Company's house and Charity commission regulations and requirements

Skills and Abilities

- Excellent interpersonal skills including the ability to communicate effectively both written and verbally to a range of people internally and externally.
- Attention to detail with accurate and excellent administration skills
- Ability to work well under pressure and manage and prioritise workload
- Ability to work flexibly within and across teams.
- Interest in working in an organisation that provides visitor services in a heritage / customer focused environment.

Benefits include:

- Flexible working environment
- 25 days holiday (plus bank holidays)
- Employer contribution to pension

Timeline and application process

There is some expediency around recruiting this role as the current incumbent is leaving in January 2023 and we would envisage some crossover with the successful candidate. Therefore, the closing date for this post is **27th November 2022 at 6pm and interviews will happen swiftly after this.**

If you think you meet our criteria please read the details provided carefully and email a CV and succinct (no more than 2 A4 sides) application letter ensuring you demonstrate how you fit the person specification to victoria.reeves@nationaljusticemuseum.org.uk

If you have any questions about the role or the recruitment process, please don't hesitate to ask via the email address above.