



**Historic
Royal Palaces**



Director of Finance



Welcome from the Chief Executive

Thank you for your interest in becoming our new Director of Finance.

We are a team of people who love and look after six of the most wonderful palaces in the world.

We create space for spirits to stir and be stirred. We want everyone to feel welcome and accepted. We tell stories about the monarchs you know and the lives you don't. We let people explore and we set minds racing

Like many other organisations, HRP has faced significant challenges and undergone substantial change in the last 18 months. Covid-19 put almost all plans on hold as the palaces were forced to close for prolonged periods and exhibitions and events much-loved by the public have been affected due to Government restrictions.

HRP's finances were hit hard, and we have made significant changes to safeguard the charity and reduce our costs. Despite this, HRP's enduring appeal and position at the heart of the heritage sector ensures a bright future and we remain committed to delivering ambitious plans in the coming years. A commercial thinking, self-financing charity for over 20 years, with a £40m loan secured from the Cultural Recovery Fund, we have already begun to build-back and restore the financial strength that we enjoyed over so many years pre-pandemic.

As our new Director of Finance, working closely with me, the Board of Trustees and leadership team colleagues, you will have a significant role to play in this next phase of development where innovation and financial strategy will be at the heart of our approach. For someone with the appetite to lead financial recovery and make a difference in the sector, this is a exciting opportunity.

We are looking for a senior finance professional who shares a strong commitment to our work and our values with a transparent, accountable and compassionate leadership style. A strategic leader, you will embrace our collaborative approach to work across the organisation as a critical friend, enabler and constructive challenge to the senior team. You will be a rigorous, clear thinker who will help move the organisation forward. Whatever your sector background you will need to be a strong communicator with the confidence and energy to impact quickly at an important time for us.

At Historic Royal Palaces we need the very best people to help us achieve our ambition. If you believe you have the strengths we are looking for and want to be part of our team, then we hope you will be inspired to find out more. We are committed to increasing the diversity of our senior team and would particularly welcome applications that would help us achieve this aim.

John Barnes

About HRP

Historic Royal Palaces (HRP) is the independent charity responsible for the management of six royal palaces and their associated content and landscapes.

As custodian of some of Britain's most iconic historic buildings, HRP is responsible for the care, preservation, and presentation to the public of:

- The Tower of London
- Hampton Court Palace
- Kensington Palace
- The Banqueting House at Whitehall
- Kew Palace with its Royal Kitchens, Queen Charlotte's Cottage and The Great Pagoda
- Hillsborough Castle in Northern Ireland

The five London palaces are owned by Her Majesty the Queen in Right of Crown and held for the benefit of the nation by Government through the Department for Digital, Culture, Media and Sport. Hillsborough Castle is owned by Government through the Northern Ireland Office and is The Queen's Royal Residence in Northern Ireland. HRP was established by Royal Charter in 1998. Since this time, HRP has been responsible for the five London palaces under contract with the Secretary of State for Digital, Culture, Media and Sport. Responsibility for Hillsborough Castle under contract from the Northern Ireland Office since April 2014, has been a seminal shift in the scope of HRP's work; extending the geographic focus as well as bringing a new historical dimension to the sites managed.

We believe that our work is enriched by the involvement of a wide range of people and perspectives, so we want to work with a broad range of organisations and communities, to bring the story of the palaces to life.

The organisation is governed by a board of trustees, all of whom are non-executive. There is also an executive board, comprising the Chief Executive and seven Directors, responsible for the day-to-day management and strategic development of the organisation. The overall aim and purpose of Historic Royal Palaces is expressed in our cause, why we do what we do – "We stir every spirit, to inspire and provoke change."

To support our Cause, our work is organised into four strategic Aims, i.e. what we do:

Two derive from our Royal Charter:

- Give the palaces a future as bright as their past
- Create unique and memorable experiences, onsite, offsite and online

Two are instrumental, enabling us to fulfil our Charter:

- Nurture a culture that unites us behind our Cause
- Generate the money to rebuild our charity

The Cause is supported by a set of principles that underpin the way we work. They are a guide to help us achieve our ambitions as an organisation.



Further information about HRP is available at: www.hrp.org.uk.

Role Description

Job Title: Finance Director

Location: Hampton Court Palace (regular travel to other palaces)

Responsible to: Chief Executive (The Accounting Officer)

Responsible for:

- Head of Financial Accounting, Payroll & Pensions
- Head of Financial Planning and Analysis
- Head of Procurement and Contracts
- (Shared) Head of Governance, Risk and Assurance (note this role sits within the Corporate Service Department, with audit and risk aspects of the job being the responsibility of the Finance Director)
- Department of around 30 staff

Job Purpose

The Finance Director oversees the financial strategy, financial planning, financial operations, treasury (cash and investments), payroll, procurement (best value for money), and audit and risk.

The Finance Director reports to the Chief Executive and is part of the Executive Board. This role has a key role to play in supporting the Chief Executive in the development of HRP's Strategic Plan.

Main Customers to this Job

- Chief Executive
- Executive Board
- Board of Trustees
- Executive lead for the Board of Trustees' Audit and Risk Committee and the Finance and Investment Committee.
- Key relationships with the Department of Culture, Media and Sport (DCMS), Arts Council England (ACE), National Audit Office (NAO) and the Charity Commission from a financial perspective.
- Board of HRP Enterprises Ltd.



Key Areas of Responsibility

1. Advise and support the Executive Board and Trustees on all areas of finance including taxation, VAT and charity regulation requirements.
2. Contribute as a member of the Executive Board to the overall strategic development and leadership of HRP.
3. Lead the annual operating budget process and support the Operating Plan production.
4. Ensure the Annual Accounts and Report are prepared in accordance with the relevant Charity SORP, Charity Commission and Companies House requirements and in line with DCMS timetable for laying before Parliament.
5. Lead the Finance team to provide through business partnering a first-class customer-focused financial reporting and planning service – ensure that processes are efficient and effective, and that the financial information required by Trustees/ Directors/Managers is relevant, accurate and timely.
6. Develop cashflow, investment and reserves policies and monitor compliance with these policies to maximise operational efficiency and to enable organisational objectives to be achieved. This includes: membership of HRP's Trustee Finance & Investment subcommittee; working with HRP's banking and investment managers to support the investment and borrowing strategies; improving operational efficiency and customer satisfaction; good governance in the management and repayment of its borrowing facilities and the administration of its reserves.
7. Lead and manage the staff in the Finance department to develop an engaging working environment where: staff are encouraged to contribute towards improvements in systems and processes; staff regularly display HRP's Performance Framework Qualities and are able, motivated, and focussed on what the organisation needs them to do.
8. With the support and challenge of the Board of Trustees' Audit & Risk Committee and the Risk and Assurance team, ensure an appropriate framework of controls and risk management processes are provided and implemented within the organisation.
9. Oversee the Procurement team to ensure a sustainable procurement strategy with policies and contractual arrangements that provide best value for money and mitigate risks for HRP. Promote adoption of best procurement practice at Exec Board level / meetings and challenge proposed strategies or approaches that involve direct / single tender contract awards.
10. Act as Secretary to HRPE Ltd (fundraising and trading subsidiary).
11. Represent HRP internally and externally at the highest levels.
12. Perform any other tasks which may, from time to time, be reasonably delegated to you.



Core Qualities and Behaviours (HRP's Performance Framework)

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves

In This Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'

Inspire Success [Managers and Team Leaders only]

Enabling and supporting your staff to succeed

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found on the intranet.



Person Specification

Qualifications

- Graduate, fully professionally qualified accountant (CCAB or equivalent).

Experience

- Successful track record in leading the finance function of a complex, competitive, customer-focused organisation. Experience in the heritage/arts, charity and/or leisure/hospitality sectors would be an advantage.
- Previous experience in managing internal audit. Payroll, pension and procurement functions would be an advantage.
- Successful track record in building engaged working climates, where staff are motivated, competent and focused on what is important.
- Evidence of working with board members and other senior management to help deliver strategic objectives and financial priorities.
- Evidence of strong analytical and problem-solving skills.
- Evidence of identifying new strategic initiatives and leading change.

Skills and Leadership Style

- A proven ability to think and act strategically.
- Sharp commercial acumen; able to spot opportunities and make connections.
- Strong and effective leadership and management skills - supporting, involving and guiding staff so they feel valued, inspired and empowered to succeed.
- Strong communicator with the ability to translate complex financial information into a compelling narrative for a range of audiences.
- Ability to operate effectively at all levels across the organisation, with proven influence and persuasion skills at board level.

Personal Style and Behaviours

- Highly personable – a genuine 'people person' – who can secure the confidence of others quickly.
- True team player who is able to thrive in a highly collegiate environment where matrix working is the norm.
- Results orientated with high standards and a strong can-do attitude and a sense of personal responsibility.
- Tenacious and resilient, with a positive and enthusiastic mind-set.
- A strong empathy with and understanding of working in a complex heritage/charitable environment with multiple bottom lines and potentially competing priorities.

Terms of Appointment

Salary:	Around £100,000-110,000 p.a. with the potential to earn an additional 20% through a performance related bonus.
Location:	Hampton Court Palace (but regular travel to other palaces)
Pension:	Employees join the Group Personal Pension scheme upon joining HRP. Employees are required to pay a minimum of 2% of their pensionable salary, while HRP contributes at a minimum rate of 8%. Employer contributions increase with Employee contributions to a maximum of 11%.
Annual leave:	28 days paid holiday per annum, plus 8 Public Holidays. Holiday entitlement is increased to 29 days after the completion of 6 years' service.
Income Replacement Scheme:	This plan provides employees that choose to join the pension scheme, with an income in the event of long-term incapacity due to illness or injury (subject to meeting the normal eligibility requirements of the insurance company). The level of benefit is 50% of pensionable salary (at the time your incapacity commences), less the maximum amount of State benefits whether you are eligible to receive these or not. This will be payable after cessation of organisational sick pay and 12 months of continuous absence (following your addition into the scheme) from work due to illness or injury. This will continue to be assessed and may continue to be paid until you return to work or reach the age of 65 years, following which eligibility to participate in the scheme will cease in accordance with the scheme rules. This is a non-contributory plan.
Life assurance:	A lump sum payment which is equivalent to four times pensionable salary is paid to the beneficiaries of an employee through the Group Death in Service scheme. This is a non-contributory programme.
Annual Pay Reviews:	We endeavour to ensure that our salaries remain competitive within the marketplace and support the recruitment and retention needs of the organisation. As such an annual review will normally occur on 1st August each year.
Staff discount:	Employees are offered a staff discount at all of our shops and catering outlets. Many discounts are also offered by local businesses which are situated near to our palaces. Employees may also benefit from discounts to major events occurring at our palaces e.g. the RHS Flower Show, music festival, food fayres and ice rink at Hampton Court, Luna Cinema at Hampton Court and Kensington Palace and ad hoc hosted events at our other sites when available.
Membership Scheme:	All established employees automatically become a member of the HRP Membership Scheme upon joining the Organisation. This provides unlimited free entry for you and up to 4 accompanied family guests per visit to any of our Palaces.
Guest tickets:	Employees are entitled to a maximum of ten tickets per annum for unaccompanied family guests, providing free entry to any of our palaces.
Arrangement with the Royal Collection Trust:	Staff are able, on production of their HRP Staff ID Security Pass, to gain free entry for themselves and one guest to Windsor Castle, the Palace of Holyroodhouse, the Royal Mews and The Queen's Galleries at Buckingham Palace.

RHS tickets:	We are also able to offer free entry to RHS gardens at Wisley, Rosemoor, Harlow Carr and Hyde Hall. These RHS tickets are available from Operations at Hampton Court Palace.
Competitor Reviews:	In order that our employees can extend their experience of other visitor attractions, we operate a scheme to refund the cost of entrance to an attraction and we ask that our employee complete a competitor visit questionnaire. The information received from competitor interviews enables us to identify areas where we may be able to improve our services.
Employee Assistance Programme:	We recognise that there are times when everyone has issues and concerns that may impact upon their general well-being. In order to help individuals, address these issues HRP offers a comprehensive Employee Assistance programme provided by Workplace Options (WPO). The service is independent, free, external and completely confidential, and will be available for information, counselling and support 24 hours a day, 7 days a week, 365 days per year. Employees may also benefit from discounts to major events occurring at our palaces i.e. Hampton Court Flower Show, Music Festivals and Ice Rinks.
Season ticket loans:	Interest free loans to assist with the purchase of travel season tickets and travel cards are available to established employees who have more than two months service.
Carers Support:	Carers UK is a support organisation providing staff with information and guidance specific to their circumstances in providing care to their loved ones.
Cycle to Work scheme:	Working with Evans as our Ride2Work partner, eligible employees are able to lease bikes and safety equipment through a salary sacrifice resulting in significant savings.
Independent Financial Advice:	Historic Royal Palaces has appointed an independent financial advisor to act on our behalf to give impartial guidance to our employees on all aspects of pensions planning, investment, life assurance and tax planning. All consultations are free of charge to employees.



How to apply

If you would like discuss the role before making an application please contact Katy.Giddens@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/hrp-dir-fin/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria (no more than 2 sides)

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Monday 14th March 2022
Preliminary interviews with Starfish:	w/c 21st March 2022
First stage interviews with Historic Royal Palaces:	w/c 28th March 2022
Second stage interviews with Historic Royal Palaces:	w/c 4th April 2022 and 11th April 2022

