



<b>Job title</b>	PA to the Chief Financial Officer (CFO) and the Director of People
<b>Department</b>	Resources
<b>Contract</b>	Permanent
<b>Salary</b>	£32,674 per annum
<b>Hours</b>	Full-time, Monday to Friday, 36 hours per week (minimum 3 days per week on-site)
<b>Location</b>	Tate Britain, Millbank, & Tate Modern, Bankside, London
<b>Reporting to</b>	Chief Financial Officer (CFO) and the Director of People

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team. You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

The PA will provide proactive and efficient PA support to the Chief Financial Officer and the Director of People. This role will also provide administrative support to the Technology team.

## About your team

The Finance Department is responsible for financial planning, reporting and control for Tate, its subsidiaries and associated charities. The Management Accounting team is responsible for management reporting, forecasting, budgeting and business partnering with budget holders. The Financial Control team are responsible for statutory financial reporting, audit, tax, treasury and transaction processing.

The Finance team sits within the Resources Division, and the CFO is responsible for Finance, Procurement, Estates, Capital Projects and Technology.

The PA to the CFO will support all areas under the CFO and the Director of People.

## What you will do

- Manage the diaries of the Chief Financial Officer and the Director of People.
- Undertake a wide range of daily administrative support tasks including arranging meetings; drafting correspondence; producing reports, papers and minutes; making travel arrangements; ensuring that agendas and papers have been issued; setting up and maintaining office systems; maintaining financial commitment records; processing expense claims and invoices; photocopying; taking messages and dealing with enquiries.
- Assist the Senior Leadership Teams reporting into the CFO and the Director of People with ad-hoc tasks and team administration where needed.
- Assist the Chief Financial Officer and the Director of People with team administrative duties including team away days, sickness absence, updating team information, office supplies and maintenance and ensuring that team member's benefits are received.
- Managing the staffing Business Case submissions and processing. Recording outcomes and subsequent authorisations to recruit or amend (ATRs/ATEs/ATAs).
- Work closely with the Corporate Centre's Administration Team and all Director's Administrative Assistants across the organisation.
- Handle day-to-day credit card administration including requests for and distribution of new cards, set up of users on the finance system and provision of ad hoc training to cardholders.
- Support the Head of Procurement with set up and maintenance of credit card related procedures and controls.
- Processing of procurement cards for the whole of Tate and other related finance administrative tasks as required.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training

## Support the Chief Financial Officer (CFO)

- Support the CFO in the administration of the Finance and Operations, Audit and Investment Committees, including collating and circulating papers online, maintaining records, organising meetings and refreshments and maintaining key relationships with Trustees and co-opted members.
- Support the Finance management team in producing papers for key meetings, including the Board of Trustees, sub-committees of the Board, Executive and Directors Group.
- Co-ordinate and prepare agendas where required, for the CFO's meetings and other internal decision-making groups.

- Co-ordinate the Capital Project Board meetings and provide admin support where needed, including assisting in producing agendas with the Capital Director, maintaining meeting records and taking minutes from meetings.
- Assist the CFO to manage their key relationships, in conjunction with the External Relations Team.
- Provide administrative support for major finance activities including the budget and planning round.
- Take responsibility for tracking the finance budget and raising purchase orders.

### **Support the Director of People**

In addition to managing the diary of the Director of People and undertaking a range of general administrative support tasks and team administrative duties, this role will:

- Support the Director of People with organising the regular Trade Union meetings, including setting dates for meetings, preparing agendas in advance, maintaining accurate minutes, and following up on any agreed actions.
- Support the Director of People in her role as Designated Safeguarding Representative (DSR) for Tate by keeping the Safeguarding Incident Log updated and organising the quarterly Safeguarding Committee meetings.
- Attend and note take any actions from the Director of People's weekly Direct Reports meeting.
- Help prepare and print any papers required for any other meetings or interviews, such as Business Leaderships Group (BLG) meetings, Business Check-in meetings, Renumeration Committee meetings, Team meetings, and candidate packs for interviews.
- For in-person meetings, such as the fortnightly departmental meeting, set up the onsite meeting room including organising any AV requirements for people joining remotely and any requirements for refreshments.
- Assist the Director of People with booking any travel arrangements and keeping the commitment-log (and forecasted full-year expenditure) updated for all departmental travel costs including any train fares, accommodation costs, and subsistence cost.

### **Support for Technology Team**

- Purchase ordering and invoice matching
- Financial administration and record keeping, principally recording purchases and new assets
- Maintaining a departmental calendar to flag key events, such as document and contract review dates, and arranging related meetings.

## What you will bring to the team

- Proven experience of working in a PA role in a busy office environment.
- Excellent administrative skills with proven experience of organising meetings and managing diaries, filtering and providing information and setting up, managing and maintaining filing systems.
- Strong organisational skills with proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines.
- Accuracy and attention to detail.
- Fast and accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, PowerPoint, databases and internet applications.
- The ability to take the lead with hybrid meeting technology and manage hybrid meetings for both internal and external stakeholders.
- Effective interpersonal skills with the ability to communicate effectively and diplomatically with a wide range of people at all levels including experience of handling confidential and sensitive information and dealing with senior staff and a broad spectrum of external contacts.
- Effective written and research skills with the ability to draft letters, minutes, reports and presentation materials.
- The ability to work accurately with financial information.
- Good team-working skills with the ability to establish effective and mutually supporting working relationships with other departments inside and outside Tate.
- A flexible and proactive approach to work.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate

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## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions; we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit: [www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **8<sup>th</sup> March 2026** by midnight. Interviews will be held on week commencing 23<sup>rd</sup> March 2026.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

