



## Job description

Job title	PA to the Chief Financial Officer (CFO)
Department	Resources
Contract	Permanent
Salary	£31,527 per annum
Hours	Full-time, 36 hours per week
Location	Millbank, London
Reporting to	Chief Financial Officer

## 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

An opportunity to provide proactive and efficient PA support to the Chief Financial Officer

## 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.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

- Manage the diary of the Chief Financial Officer.
- 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 with ad-hoc tasks and team administration where needed.
- Assist the Chief Financial Officer 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/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.
- Debt Collection on behalf of all legal entities accounted for by Tate Finance, reporting to the Financial Controller.
- Building and maintaining relationships with key individuals inside and outside Tate to ensure prompt payment of outstanding debts and recovery of aged debts.
- Maintain a record of the status of all outstanding debts, reporting on a monthly basis and working closely with the Accounts Office Supervisor to make any accounting adjustments as required.

### **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 and '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.

### **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.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## 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

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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 25<sup>th</sup> May 2025 by midnight.

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.



