Job description

Job title	Finance Business Partner (Collections)
Department	Finance
Contract	Permanent
Salary	£50,000-£55,000 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Financial Planning & Analysis

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.

About the role

To promote financial management at Tate and support management decision making at all levels across the Collection Care, Acquisitions, International Partnerships, Finance and Legal departments.

About your team

The Finance Department is responsible for financial planning, reporting and control for Tate. The Finance Business Partnering team, reporting to the Head of Financial Planning & Analysis, is responsible for management reporting, forecasting, budgeting, financial analysis and business partnering with budget holders.

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

- Produce, develop and analyse monthly management reports to enable budget holders to have good oversight of their budgets.
- Process accruals, prepayments and any other adjustments in a timely manner to ensure monthly reporting is as accurate as possible to allow a good oversight of the financial position.
- Provide helpful variance analysis and commentary to the financial position as presented in the monthly management accounts.
- Promote financial management at all levels through training and support.
- Regularly meet with budget holders to ensure the financial position being reported is accurate and underlying risks and opportunities are identified.
- Work with budget holders to prepare accurate forecasts, challenging assumptions and plans when necessary.
- Provide financial and non-financial information to stakeholders.
- Work with budget holders in the preparation of the annual budget for their departments offering advice and challenge when necessary.
- Respond to information requests from government bodies, funders and other external bodies.
- Undertake ad hoc analysis, business cases, option appraisals and projects as required.
- Gather and monitor key performance measures and benchmarking data.
- Provide support for the Head of Financial Planning & Analysis, Financial Controller and Chief Financial Officer when required

What you will bring to the team

Essential

- A recognised accountancy qualification.

- Previous Management Accounts experience with a proven track record of budget setting and monitoring in a complex and challenging environment.
- Effective communication skills in dealing with senior staff and ability to relate to non-financial managers.
- Experience of explaining financial concepts and information to non-financial colleagues.
- Negotiating and influencing skills.
- Ability to work under pressure, in a flexible manner and maintaining attention to detail.
- Ability to set clear and concise objectives, prioritise and monitor progress of own workload
- Good analytical and financial comprehension skills.
- Good working knowledge of Microsoft Office (particularly Outlook, Word and Excel) and in-depth knowledge of financial reporting packages.
- 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.

Desirable
- Previous experience of using Unit 4.
- Experience in utilising accounting package report writers.

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 days after 3 years of service.
- 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.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- 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/ 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 November 2026** by midnight.