



HEAD OF FINANCE, GOVERNANCE AND CORPORATE SERVICES

Job Description

June 2025

Role: Head of Finance, Governance and Corporate Services	MNH Division: Corporate Services
Reports to: Chief Executive	Location: Manx Museum <i>This role may involve occasional travel to MNH sites</i>
Type of Contract: Permanent	

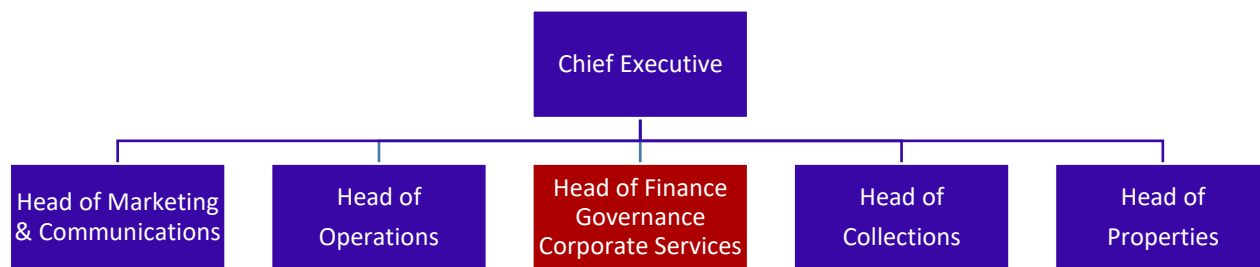
Manx National Heritage (MNH) exists to take a lead in protecting, conserving, making accessible and celebrating the Islands' natural and cultural heritage for current and future generations whilst contributing to the Island's prosperity and quality of life. MNH has a key role to play in promoting and enhancing the Isle of Man's Heritage, ensuring our places and spaces attract and inspire all those who engage with our Island's built and natural heritage.

Manx National Heritage is the trading name of the Manx Museum and National Trust, a Charity registered (603) in the Isle of Man. The charity is responsible for, and holds in Trust, the Isle of Man's national collections and archives. MNH has responsibility for self-generated income, to ensure adequate funds to carry out its statutory obligations and charitable purpose. MNH generates funds through admissions and events, commercial trading operations, rental income, fundraising, legacies and charitable donations. MNH operates at arms' length from Government, is sponsored by the Department for Enterprise and receives an annual grant from the Isle of Man Government, contributing towards fulfilling its statutory remit for the care of the Island's heritage.

MNH manages c2500 acres of Manx Museum and National Trust land together with 11 principal visitor admission sites, a range of buildings and a number of field monument sites. MNH's digital platforms play a significant role in ensuring our national heritage becomes more relevant to more people. The iMuseum provides free and growing online access to parts of the Manx National Heritage Museum Collections, [Manx National Heritage Library & Archives](#) and the Isle of Man Sites & Monuments Record.

JOB PURPOSE

A critical leadership position within the organisation as a member of the senior leadership team, reporting to and working closely with the Chief Executive. The post holder also has key Trustee relationships with the Chair of MMNT's Board of Trustees and the Chairs of MMNT Governance Committees.



As Designated Finance Officer (DFO), you will provide senior financial leadership and advice along with the provision and delivery of Finance, Governance and Corporate Services. You will have responsibility for the development, implementation and management of financial strategies, controls and procedures, and be responsible for the financial management, business planning and governance of MNH, ensuring robust and effective financial management of the organisation.

The post holder must model exemplary leadership and integrity, constantly prioritising and re-prioritising the working day to respond to fluctuating strategic and operational needs as well as essential change. The role requires strategic thinking, whilst also demanding direct involvement in the management of financial systems and processes.

The role involves acting as the Executive management lead for all aspects of Finance, Governance and Charitable status, in relation to all aspects of good governance including policy and procedures and keeping abreast of financial developments across the charity sector.

As the single largest operator of Visitor Attractions on the Island, MNH is a pivotal contributor to the success of the wider Visitor economy with year-round Operations, including seasonal visitor services at Heritage sites, Collections management, Estate & Asset management and provision of a broad range of Heritage services delivered by MNH.

The post holder will have oversight of operational processes including IT, budget control, Sage Intacct Financial Accounting system, Management Information Systems (eg Property terrier, CRM and EPoS) data processing, administration, Data Protection, Freedom of Information Requests, Contract Management, Risk Registers, operational plans and management, statutory compliance/reporting and Cyber Security.

The role involves effective collaboration and communication with relevant Departments within the Isle of Man Government, particularly Treasury, IT and Payroll (payroll and pension).

Managing, directing and being accountable for the Finance team and a Corporate Services and Governance Manager, the post holder manages the administration, corporate governance and financial functions of MNH, also providing support to the Trustees in this regard for the charitable Trust, Manx Museum and National Trust (MMNT).

The role will ensure the delivery of technical financial accounting compliance, accurate accounting treatment, financial reconciliations, control provisions and related processes, with reference to legislative requirements, tax treatment, accounting standards and policies.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

FINANCE

- Oversee and lead a high-performing finance function to ensure timely production of monthly management accounts, dashboards, KPI's and narrative to support decision making at cost centre, CEO, Executive and Board level.
- Ensure robust financial budgeting and business planning, monitoring financial and operational performance with effective and targeted reporting and analysis, cashflow forecasting and Bank account management of funds, ensuring that all bank accounts are managed and reconciled with mandates up to date.
- You will lead MNH's financial planning and reporting cycle and ensure appropriate governance and compliance with relevant regulatory bodies and strategic priorities, risk and financial health are accurately monitored.
- Lead on ensuring a sustainable financial model and supporting a sustainable business model with data-driven insights and analysis.
- As Designated Finance Officer, ensure effective and efficient control of financial and other MNH resources, with responsibility for devising and implementing financial control and appraisal measures, ensuring financial delegations are regularly reviewed and 100% compliance is achieved.
- Present clear and comprehensive financial reports and advice to the Chief Executive, Senior Management Team and Trustees, ensuring strategic priorities, risk and financial health are accurately monitored.
- Build and maintain financial literacy and embed robust financial processes and practices, with effective financial controls and compliance, across the organisation.
- Produce monthly management reports to the Chief Executive and Senior Management Team, with cash flow statements, forecasting and trend analysis.
- Responsible for all financial/accounting procedures of the organisation, including data input/management, suppliers, payroll, purchase orders, VAT, BACS upload to online banking., cashflow forecasting/statements, going concern and reserves forecasting/policy and bank account management of funds.
- Lead on annual budgeting and quarterly re-forecasting processes, including delivery of quarterly budget meetings with Heads of Divisions, and ensure adherence to budgetary action plans
- Lead the financial management of project funds, capital budgets, and restricted funds, including the preparation of grant income and expenditure reports. Monitor, review and report on investments.

STRATEGIC MANAGEMENT

- Working closely with the Chief Executive and Senior Management Team, you will contribute to the development and implementation of the Charity's Strategic Plans and be responsible for all financial plans and associated operating plans.
- Ensure the Charity's financial sustainability monitoring and regularly review effective financial operations, especially long and short-term cash flow, financial planning, going concern and reserves forecasting and policy.
- Support the governance of the Organisation and provide professional advice to the Chief Executive and Trustees to ensure that MNH delivers its objectives in accordance with approved service plans, codes of conduct, government and legislative requirements.
- Responsible for a Division overseeing Finance, Governance, Corporate Services, Legal, Data Protection and IT, Procurement, contract & supplier management, ensuring judicious asset management and statutory compliance/reporting. The post holder will represent MNH on financial and administrative matters.

- Working closely with the Corporate Services Manager (direct report) and the Isle of Man Government's IT provider to have oversight of all aspects of data processing, storage, output and compliance.
- Responsible for effective implementation and management of Sage Intacct, all finance systems and all finance related policies, procedures, risk assessments and protocols, with preparation and analysis of business cases.
- Responsible for relationship management with SAGE, Financial Information system (FIS) supplier, and future procurement of FIS supplier/s.
- Responsible for full integration of FIS with all other MNH/Government platforms where required for future phases of financial information system provision. (eg EPOS, CRM, Property terrier).

GOVERNANCE & CORPORATE SERVICES

- Responsible for the governance of MNH and provision of professional advice to the Chief Executive and Trustees, ensuring that MNH delivers its objectives in accordance with approved service plans, codes of conduct, government and legislative requirements, and registered Charity requirements.
- Lead on the production of the year-end statutory accounts in line with regulations.
- Manage the annual audit process, liaise with external implement system improvements and file necessary reports. Facilitate sign-off of annual accounts, prepare financial statement and Annual Report.
- Advise and act upon the statutory obligations and responsibilities of Manx Museum and National Trust and prescribed by-laws. Governance responsibilities and relationship management with statutory bodies.
- Ensure effective management of the Organisations cash and investments in line with the policy agreed by Trustees and review, update and obtain Trustee approval for the reserves policy annually.
- Oversight and co-ordination of MNH risk management, security and emergency policies working closely with the Chief Executive and Divisional Heads to ensure effective Operational Risk Management, and with Chief Executive and Trustees to ensure effective Strategic Risk Management strategies and protocols are in place and in use and Risk registers are regularly reviewed and updated.
- Oversight of Health and Safety compliance, legal compliance & Safeguarding policy to ensure effective governance.
- Manage all investments to ensure best value, practice and benefit and ensure investments align with the ethical standards of the Organisation, and investment policies, to ensure appropriate investment performance information is provided to the Audit and Risk Committee.
- Strategic input to the development of Annual Operating Plans; strategic policies and supporting/having oversight of the development, implementation and performance of MNH Revenue and capital projects.
- Prepare briefing and board papers for and attend MMNT Trustee meetings. Provide professional advice to Trustees.
- Lead on the preparation for and attendance at Executive's Finance & Governance meetings and Trustee Performance Review Committee and Audit and Risk Committee meetings. Act as a principle financial advisor to the Chairman and Trustees where appropriate.
- Oversee the implementation of the Principles of Good Governance within MNH ensuring that it complies with the requirements in relation to the completion of Statements of Internal Control.
- Preparation of Grant funding bid to IoM Treasury.
- Conservation Deficit - Working with Head of Properties to prepare business cases for grant bid/funding applications to external bodies and grant giving organisations, ensuring financial business cases are to a high professional standard.

- Preparation of Capital and Revenue budget estimates for submission to Treasury in accordance with the prescribed budgeting programme.
- Provide or coordinate where necessary appropriate responses and briefing papers with regard to FOI requests, Tynwald questions or ministerial enquiries on Manx National Heritage policy and operations.
- Regularly review and update MNH Contract Register and Fixed Asset Register.
- Undertake relevant training and CPD to maintain and develop best practice at MNH and to meet professional registration requirements.

REGISTERED CHARITY 603

- Ensure MMNT's compliance with the [Charities Registration and Regulation Act 2019](#)
- Responsible for effective Governance of MMNT, registered Charity 603, ensuring appropriate Governance and procedures for MMNT Trustee board meetings and sub-committees of MMNT.
- Keep up to date with financial developments across Charity sector and provide financial input and insight to fundraising/grant business cases and funding bids to grant giving organisations, both on and off Island.
- Oversee and ensure compliance with financial reporting requirements for donors where appropriate and when required by the private/institutional donor. Support the management of bequests, legacies and private funds.
- Support all Charity income generation and fundraising initiatives by advising on governance and financial processes to meet required standards and ensuring business case applications are of a high standard to secure external charitable funding.
- Accountable for defining, documenting and reviewing strong financial controls, policies and procedures that comply with Company and Charity Law, regulations and accounting standards including the Charity SORP (Statement of Recommended Practice) and FRS 102.
- Ensure the charity's fixed assets are accurately recorded, accounted for and charged to depreciation in line with policy through an efficient asset lifecycle process. Ensure that income is complete and correctly accounted for in line with accounting policies and any conditions of funding.
- Ensure that all statutory and discretionary charitable reliefs or exemptions are applied for (e.g. on services, utilities, rates, council taxes and purchases).

Executive responsibilities as Head of Division and a member of the senior leadership team

Contribution as Head of Division

- Providing effective representation when required internally (to Board of Trustees and colleagues). Contribute to the overall strategy of the organisation, at Executive meetings, through provision of board papers and when undertaking wider corporate duties externally when required. A shared leadership responsibility for devising and delivering transformational change across the organisation is an essential requirement of this role.
- Creating, leading and sustaining a proactive, collaborative 'can-do' culture with effective interface with Heads of MNH divisions to ensure consistent brand and messaging across the organisation and consistently high standards of performance and achievement.
- To contribute to MNH's long term financial sustainability and organisational resilience and creating an environment which builds the Trust's reputation as the national heritage organisation, and an employer of choice.
- To anticipate, recognise and manage strategic risks and issues facing the organisation.

- Play an active role in the overall leadership of Manx National Heritage, making a significant contribution to the future direction and working with colleagues to help embed an appreciation and understanding of the need to deliver self-generated income through Operational activities. Ensure all staff fully understand our charitable purpose and actively seek opportunities to secure charitable funds, through donations, legacies, grants etc.
- Effective delivery of corporate leadership within MNH as a member of the Executive leadership team, contributing to a proactive and positive work culture, demonstrating exemplary leadership and integrity.
- Be a senior ambassador for MNH, develop effective relationships and partnerships with stakeholders including within the Isle of Man Government Departments, particularly Treasury and the Charity's sponsoring Government department, the Department for Enterprise.
- The post holder may be required to perform other duties in line with the level of seniority of this role, including deputising for the Chief Executive where appropriate and requested to do so.

DIMENSIONS AND SCOPE OF JOB

People Management

The post holder will be responsible for the effective management of staff and resources of the Finance and Corporate Services Division and will be responsible for the finance and administration team and a Corporate Services Manager (Finance and admin team comprises 5 FTE's).

Finance Management – the Head of Finance, Governance and Corporate Services is the Designated Finance Officer, as set out in Government's Financial Regulations and has responsibility for effective and prudent control of MNH financial resources.

Workplace context

This role is based within MNH's headquarters at the Manx Museum, Douglas. Interaction with other post holders across all Manx National Heritage's operations is ongoing, with a need to ensure effective communications when in attendance at MNH sites and in contact with site staff across the MNH estate and with external stakeholders dispersed across the Island and beyond. There is a requirement to visit MNH sites periodically.

Example key performance indicators and targets - the post-holder is responsible for supporting the delivery of a set of KPI's in support of the Chief Executive's responsibilities, accountabilities and strategic direction.

Health and Safety – the post-holder will be responsible for their own health and safety and that of their Division. Additionally, the post-holder has oversight of Health and Safety compliance across the Organisation.

Integrity - Manx National Heritage staff are expected to recognise that public service requires the highest level of personal integrity, and have a personal responsibility to respect the needs and values of fellow staff users, visitors and residents. The mission of the organisation is to champion, protect and promote the cultural and natural heritage of the Isle of Man and the post-holder will need to demonstrate their commitment to this.

Demonstrate awareness of equal opportunities for all and a deep understanding of diversity and social inclusion through your work and communications. A broad interest in the long-term success and development of Manx National Heritage

Performance Management and Improvement - with personal responsibility for performance management, the post holder will be expected to contribute to their annual performance and development review and all interim performance reviews and ensure best practice is followed across all areas of the Finance, Governance and Corporate Services Division.

Safeguarding

Manx National Heritage is committed to the safeguarding of all visitors, staff, volunteers and contractors. This includes children, young people and adults at risk as well as taking measures to protect them from potential harm. Safeguarding is everyone's responsibility.

37 hours per week, permanent, full time. Flexibility is required as this post will involve very occasional weekend, bank holiday and evening work when circumstances dictate.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue and is not a fixed specification as the scope may change. MNH reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities and as appropriate to the grade. The job description may be reviewed as necessary to reflect future requirements to enable delivery of the Organisation's needs.

What do you need to be successful in this role?

Person Specification	Essential or Desirable	Method of Assessment
Credibility/Qualifications		
Educated to degree level (or demonstrable equivalent);	Desirable	CV
Fully qualified accountant (CIMA, ACCA/ACA)	Essential	CV/Checks
Experience of Sage Intacct (or equivalent accounting software) end-to-end process	Essential	CV/Interview
Experience of working in a comparable senior role for a Charity	Desirable	CV/Interview
Extensive senior-level financial management experience, including oversight of financial operations, short/long term cash flow, financial planning, going concern status and reserves forecasting and policy	Essential	CV/Interview
Capability/Experience		
Significant experience of preparation, monitoring and reporting of budget and financial management information, including advanced knowledge and understanding of financial reporting systems, preparation and management of income, expenditure and capital budgets and delivery of monthly management accounts.	Essential	CV/Interview
Experience of managing annual audit process, preparing financial statements and Annual Reports and ensuring timely sign-off of annual accounts.	Essential	CV/Interview
Detailed knowledge and understanding of the Charity sector	Desirable	CV/Interview
Significant experience operating at senior financial management level in a similar role, with responsibility for the development, implementation, and delivery of strategy	Essential	CV/Interview
Significant Experience of successfully leading a finance team and improving performance	Essential	CV/Interview
Previous experience in a role/s responsible for Governance, Corporate Services, Legal, Data Protection and IT, Insurance, Policies and Procedures.	Essential	CV/Interview
Knowledge and direct experience of Management Information Systems, including EPoS, and proven experience of judicious asset management and procurement best practice. (experience of Property Terrier and CRM would be an advantage)	Essential	CV/Interview/Checks
Experience of provision of detailed management information for senior managers and Board/Trustees, including accounting and operational performance dashboards incorporating KPI's/Priorities and Objectives reporting	Essential	CV/Interview

Experience of working within a multi-site operation	Desirable	CV/Interview
Experience of responsibility for corporate governance, particularly business planning, Contract Management, performance management, Procurement and Strategic & Operational risk management	Essential	CV/Interview
Experience of working in a comparable role in a Corporate environment/heritage sector/commercial environment	Essential	CV/Interview
Preparation and evaluation of business cases and projects using financial models and advising on economic feasibility of proposed business cases	Essential	CV/Interview
Experience and understanding of working and complying with Financial Regulations	Essential	CV/Interview
Experience of bank relationship management and management of investments and reserves policies	Essential	CV/Interview
Capability/Skills/Competencies		
Skilled, advanced competent user of Microsoft Office products, financial accounting systems, digital packages, data base management systems and ability to learn and adapt to new computer systems	Essential	CV/Interview/Checks
Experience working in an organisation with a high level of visitor/public interface and/or a high profile organisation in the community	Desirable	CV/Interview
Ability to deal with people at all levels with confidence, tact and diplomacy, with highly developed communication and influencing skills	Essential	CV/Interview/Checks
Ability to remain calm under pressure, dealing with conflicting demands and priorities for self and team members, whilst working at pace to meet tight deadlines when necessary	Essential	CV/Interview
Experience of proactively analysing large volumes of complex data and simplifying the information for presentation to a broad range of stakeholders	Essential	CV/Interview
Highly organised individual with capability to work on own initiative	Essential	CV/Interview
Practical and proven experience of managing complex workloads to meet strict deadlines (organisational, legal, regulatory bodies)	Essential	CV/Interview
Ability to influence at senior/Board level by providing factual and coherent evidence and demonstrating resilience when challenged	Essential	CV/Interview
Business analysis and report/Board Paper/Funding bid application writing skills	Essential	CV/Interview
Character/Personal Qualities/Behaviours		
Has a genuine interest in cultural and natural heritage	Desirable	CV/Interview

Reliable, resilient and self-motivated with positive energy and drive	Essential	Interview
Positive, solution focused with evidence of innovative thinking	Essential	Interview
Understanding of and empathy with the Charity's Cause, its strategy, goals and values, and a firm commitment to support delivery of these	Essential	Interview
Approachable and flexible, agility to react swiftly when required	Essential	Interview
Integrity – clear understanding of and demonstration of integrity	Essential	Interview
Willing to act as an ambassador for the Charity, including attendance at events out of standard office hours	Essential	Interview
Pro-active approach to finding solutions	Essential	Interview
Encourages innovation and supports change	Essential	CV/Interview
Other requirements		
Full, valid driving licence	Essential	Pre-Employment Check
Isle of Man Worker	Desirable	Application
Own vehicle for work	Essential	Interview
Project management experience	Desirable	CV/Interview
Satisfactory Police Check	Essential	Pre-employment Check