



Position: Finance Officer

Location: London, UK

Introduction

The Zaha Hadid Foundation (ZHF) is seeking to appoint a Finance Officer to join its growing team. Reporting to the Director, the Finance Officer will be responsible for every aspect of the Foundation's finances. They will control the day-to-day expenditure of the organisation, structure and oversee the financial components of major projects and exhibitions, manage accounts and standing orders, oversee investments, liaise on financial matters with organisations and contractors the Foundation does business with, oversee the financial aspects of the Foundation's bursary and awards schemes, produce reports for the Director and Trustees, and with the Senior Management team, prepare the annual budget.

ZHF aims to be a major national and international centre for the study of architecture and design, and all the visual arts insofar as they intersect with the urban environment. Its mission is to preserve and promote the artistic and creative legacy of Zaha Hadid, to advance research and education in areas pertaining to her legacy, and in relation to modern architecture, design and related disciplines. It will do this through the creation of appropriate facilities for the display and study of its collections, and through curatorial and educational programmes in its own facilities and those of other institutions.

The organisation is undergoing a fast-paced programme of growth that will see its collection, archives, programmes, and facilities brought into an optimum condition. The post-holder will organise and oversee the financial aspects of these developments.

The Foundation

The Zaha Hadid Foundation aims to present the art and ideas of Zaha Hadid to local and global audiences. It will promote new ideas in architecture and design, and the interaction of the arts

in contemporary society, engaging with diverse audiences and supporting new scholarship in areas which pertain to her work and legacy.

Whilst firmly rooted in architecture and the life and work of Zaha Hadid, the Foundation will engage in a broad range of cultural activities. It will create exhibitions, from large-scale events for major international venues, to smaller and specialist displays. The Foundation has its own exhibition space in which changing displays from the collections will provide London with ongoing access to Zaha Hadid's work. The Foundation will also create exhibitions of all types that position Zaha in context, independently and through collaboration with other institutions.

The Foundation will offer fellowships and bursaries, stage conferences, colloquia, public lectures, and online programmes, and generate publications. As part of its commitment to learning, it will provide classes and demonstrations. Foundation Fellows will include junior and senior architects, designers, and artists committed to exploring new ground, aesthetically and technically. Fellows in history, theory and museology will explore perspectives on Modern art and architecture.

ZHF is a new organisation at an early stage in its development. The role of the team in the first three years will be to create a fully functioning and internationally leading organisation of its type. The Finance Officer will be committed to building an organisation 'from the ground up', will work well as a part of team, and with people with various specialisms. They will have demonstrable experience of managing a budget in a challenging national environment, and an innovative and practical approach to problem solving.

The Collections

The Foundation's collections comprise of c.12,000 works across a range of media, including architectural models, furniture, interior design, paintings, drawings, architectural plans and blue-prints, fashion design, and jewellery. Additionally, there is a considerable archive, consisting of works on paper and various types of ephemera. There is a collection of books which will form the basis of a research library. At present the collections are in secure professional storage.

The Role

As a new institution, ZHF is effectively a 'start-up'. It is important therefore that the postholder is flexible with regard to the tasks at hand, and able to work within a team environment that is sometimes pressured. Much of the role will be project-driven: supporting the coordination and delivery of projects will be a significant aspect of the postholder's abilities.

Working as part of a small team of administrators, including a General Administrator, Communications Officer, and a Facilities Manager, and reporting to the Director, the Finance Officer will ensure that the organisation delivers its range of projects and programmes while remaining within budget. They will advise budget holders throughout the organisation in this regard.

The Finance Officer will be highly methodical and organised, and fully able to deal with the complex range of financial issues surrounding the Foundation in its inaugural period. They will need a flexible and proactive attitude to work, demonstrable experience of successful budget management, ability to determine the optimum monetary policy, and an interest in working in a museum or arts related environment.

Key Duties

Reporting to the Director, the Finance Officer will:

- With the Director and Senior Management Team, create the annual budget of the Foundation
- Coordinate and manage the day-to-day running of the budget.
- Prepare the accounts for the Director for sign-off of weekly expenditure
- Monitor expenditure of major projects, including the building and exhibition programmes
- Work with the General Administrator and Facilities Manager to ensure the most economic approach to provision of supplies across the Foundation's sites
- Monitor financial aspects of contractor relationships including cleaning, waste management, maintenance, security and asset management.
- Manage the Foundation's income streams.
- Assist the Senior Management team on best financial practice with regard to bursaries and awards
- Assist in the preparation of reports as required by the Senior Management Team.
- Comply with all statutory and regulatory requirements with regard to finance.
- Other related duties as requested by the Director.

Person Specification

- Qualification in, and experience of delivering a high-quality accountancy.
- A strong practical knowledge of institutional finance.
- Proven ability to use digital technology to develop spreadsheets and records of all aspects of the economic life of the Foundation
- Experience of successfully monitoring expenditure on building projects
- Experience of negotiating with external contractors with regard to all aspects of cost.

- Good interpersonal and communication skills
- Ability to work collaboratively
- Commitment to equality and diversity in the context of the role

Diversity and Inclusion

Diversity and Inclusion is at the heart of the Zaha Hadid Foundation. As we grow we will ensure that our principles and actions reflect this, and that we create a respectful, equitable and inclusive culture that supports all our employees regardless of age, disability and neurodiversity, ethnicity, gender identity and expression, religion and belief, sex and sexual orientation, and socioeconomic background.

ZHF works to ensure that our recruitment processes are inclusive and accessible. We are committed to making adjustments wherever possible for disabled applicants. We are happy to discuss flexible working options for all our roles.

Application procedure

Applicants should apply in writing to the ZHF Director at mail@zhfoundation.com, by no later than **5pm on 29 September 2022**. We expect to hold interviews in w/c 10 October 2022, arrangements to be confirmed.

The following are requirements for the application process:

- a current curriculum vitae
- a supporting statement of no more than 2 pages. This should outline why you believe you are suitable for the post, and why you find the Zaha Hadid Foundation particularly interesting. You should address the criteria outlined in the person specification in your statement.
- The names and contact details of 2 referees. Please indicate whether the referees can be contacted immediately, or whether you would prefer us to wait until an offer is being made.
- N.B. Please ensure your name is included in the title of each document.

Salary

The salary will be in the range £29,000 - £35,000.