

Head of Finance, The National Videogame Museum

Description

The National Videogame Museum is looking for a conscientious Head of Finance to oversee financial reporting, projections and annual accounts, and to provide financial information which is accurate, timely and compliant with relevant regulations. The role would be the primary finance contact for the organisation and suitable for those new to the Museum sector. It will be supported by the Director of Visitor Experience and reporting regularly to the Charity's Co-CEOs.

Our Mission

The National Videogame Museum is governed by The BGI (registered charity 1183530). We inspire everyone to play, collaborate and learn through our unique galleries, our multi-award winning learning programme and our vocational work. Our independent and diverse team of staff and trustees board works to:

- Create unique interactive exhibitions about games culture
- Inspire thousands of schoolchildren in engaging workshops
- Reveal careers in the UK's fastest growing creative industry
- Encourage everyone to play and make games

Working at the National Videogame Museum

We are a small, hardworking team of creative problem solvers who believe in crafting fun and educational experiences that enrich our different communities' lives. We are passionate about our art form, but do not expect everyone to have a deep knowledge of videogames. We're adaptable and open to new ideas and committed to diversity and inclusion in everything we do.

Details

Job Title:	Head of Finance
Accountable to:	Director of Visitor Experience
Location:	The National Videogame Museum, Castle House, Angel Street, Sheffield, S3 8LN
Salary:	£39,000 – £42,000 FTE (£23,400 – £25,200 pro-rata) depending on experience
Hours:	0.6 FTE (22.5 hours per week)
Working Pattern:	Flexible and Hybrid (to suit business need)
Contract:	1 Year Fixed with potential to extend (3 month probation period)

Accountabilities

- Maintain highly accurate and up to date charity accounts and financial records
- Manage and develop internal financial systems and monitoring
- Prepare and deliver quarterly management accounts to the Co-CEOs and Trustee Board
- Oversee payroll, banking, expenditure and income processes

- Identify and report on financial risks to the Co-CEOs
- Advise on and deliver processes relevant to our charitable status
- Deliver projections for business planning and grant applications
- Liaise with external accountants on preparation of year end accounts

Responsibilities

Business Planning and Budget Management

1. Work with the Director of Visitor Experience and the Co-Chief Executive Officers to produce an annual budget, financial projections and business plans for the charity and its various programmes.
2. Work with the Creative Director and Programming Team to produce project budgets, cashflows and reporting templates for grant or research related expenditure as required.
3. Monitor performance and key risks on an ongoing basis.

Financial Management and Reporting

4. Be responsible for the smooth running of the BGI's accounting system (Xero).
5. Be the first line of contact for all account enquiries.
6. Produce monthly management accounts for presentation at BGI Board meetings.
7. Produce monthly and long term cash flows.
8. Report on progress against budget, cash flow forecast and other metrics as needed by the Executive Team.
9. Oversee the management of creditors, debtors and supplier relationships.

Statutory Reporting and Governance

10. Support the annual accounts and audit process with the external accountants, dealing with audit queries.
11. Ensure timely compliance with all Charity Commission reporting requirements including Trustee report and other required returns.

Systems and Processes

12. Bank reconciliation and sales and purchase ledger invoice processing.
13. Maintain and manage comprehensive systems of financial management and control to cover all operations including grant-funded projects and others as needed.
14. Oversee all aspects of the organisation's cash flow and banking needs and processes as required.

Payroll and Pensions

15. Oversee monthly payroll and staff expenses payment runs.
16. Ensure compliance with all auto enrollment pension requirements through the provider.

Tax, Tax Credits and Gift Aid

17. Ensure VAT compliance and maximise VAT recovery.
18. Ensure PAYE payments are made on time and all other HMRC requirements are complied with.
19. Completion and submission of quarterly digital VAT returns.
20. Completion and submission of monthly Gift Aid claims.
21. Liaise with the Creative Director to ensure timely completion of Museum and Galleries Exhibitions Tax Relief claims.
22. Keep abreast of developments to ensure all eligible reliefs are claimed.

Essential Criteria

Qualification: Qualified accountant with membership of a recognised accounting body.

Knowledge: Xero (or similar); Excel and Google Sheets; budget management; scenario planning and forecasting; charity accounting; Gift Aid.

Experience: At least 5 years working in finance in a charity; producing and analysing budgets, financial forecasts, reporting to Trustee Boards and business plans.

Skills: Outstanding numeracy and literacy skills; risk management; high levels of organisation and keen eye for detail; multi-tasking and prioritisation under pressure; ability to communicate well with stakeholders, management team and staff across departments; ability to learn new skills quickly; capable of working both independently or as part of a team, ideally in a charity or creative industry.

Desirable Criteria

Knowledge: MGETR applications; VAT partial exemption rules; restricted funds, grant applications and reporting.

Experience: Financial responsibility in a comparable role; experience working in the Museum sector; managing external accountants.

Skills: Setting up new financial systems.

How to Apply

Applications should be emailed in the form of attached cover letter and CV to jobs@thenvm.org with the subject: Head of Finance [your full name].

Please note that applications without a cover letter will not be considered. We want to hear your genuine voice and read about your real personal experiences. We therefore discourage the use of unedited AI-generated text for cover letters.

The deadline for applications is 9am on Monday 2nd November 2026.

Interviews will be held in person w/c 9th November 2026.

How We Interview:

- Candidates must be over the age of 18, and be eligible to work in the UK
- All eligible candidates and applications will be considered and responded to within a reasonable time frame
- We encourage all candidates to apply and will make the interview process accessible according to candidates' needs
- We will typically shortlist 3-6 candidates from the list of applicants
- We will provide interview questions in advance
- Interviewers will give their pronouns during the introductions
- We will tell shortlisted candidates why we shortlisted them for interview
- After the interview, we will provide feedback to unsuccessful candidates within a reasonable time frame
- Feedback will not be given for applications not shortlisted for interview