

THE HEPWORTH WAKEFIELD

Appointment of Director of Finance and Operations



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Welcome

Thank you for your interest in joining The Hepworth Wakefield.

Since opening in 2011, The Hepworth Wakefield has established itself as one of the most successful public art galleries in the UK, enjoying an outstanding reputation, critical acclaim for its exhibitions and growing art collection, and broad audience engagement and reach. As we approach our fifteenth birthday, we are focused on new and inspiring strategic priorities that have artistic excellence and environmental and financial sustainability at their core. These priorities are supported by a robust business plan that will ensure our long-term financial security.

It is an exciting time to join us as we work with our neighbours, Tileyard North, to establish Wakefield Waterfront as a vibrant creative community and visitor destination. We have secured Levelling Up funding for two important capital projects – a garden workshop and yard, and a new playground – which will enhance our relationship with our local communities and offer new commercial opportunities. We continue to work with our peer organisations Yorkshire Sculpture Park, Henry Moore Institute and Leeds Art Gallery to deliver Yorkshire Sculpture International (YSI) in 2027. YSI is a core pillar of both Wakefield and West Yorkshire's Destination Management Plans to enhance tourism in our region and reinforce Wakefield's position as the capital of sculpture in the UK.

The charity's income is generated through donations, grants, ticket sales, and other paid-for public events and activities relating to our programme. Commercial income is generated through a subsidiary trading company and includes retail, catering, venue hire, artist editions, and car parking.

As a member of the Executive Team, the Director of Finance & Operations leads on our financial strategies and oversees the financial management and performance of The Hepworth Wakefield (THW) and THW Enterprises Ltd. They lead the finance team and ensure accurate reporting of our donated and fundraised income, earned income, Arts Council grant and our Service Concession Agreement income from Wakefield Council, managing our resources to ensure that THW is appropriately and confidently resourced into the future. They line manage our highly experienced Head of Operations and Visitor Services, ensuring they are supported to deliver effective services across visitor services, estates and IT. They report quarterly to the Finance Committee, the Board of THW Enterprises Limited, and the THW Trustee Board on financial performance, outlook, investment performance and related matters, and also act as company secretary, ensuring legal compliance and good practice is applied across the organisation.

We are looking for a senior finance professional with a relevant formal accountancy qualification (ACA, CA, ACCA, ACMA or similar), ideally with extensive experience within a similar organisation. You will have a proven creative entrepreneurial outlook, excellent communication skills, and be someone who enjoys working collaboratively to achieve results at a high level as part of a small team. You will need a clear understanding of our sector, enjoy relationship-building and leading a team to support them to achieve the organisation's objectives. If you have the vision, skills, experience and leadership qualities we are looking for, then we very much look forward to hearing from you.

Steve Langan
Chair of The Hepworth Wakefield

Our History

The Hepworth Wakefield opened in 2011 to house Wakefield's art collection and provide a legacy for Barbara Hepworth in the town in which she was born and grew up. The original Wakefield Art Gallery was established in 1934 and became one of the most forward-thinking galleries of its time, supporting artists including Hepworth and Moore early in their careers. The gallery built a collection of works by some of the most significant and avant-garde British artists of the 20th century. Supporting contemporary artists and strategically developing the collection for future generations is something The Hepworth Wakefield continues to be committed to today.

In 1996, Wakefield Council started to promote the benefits of investing in a new, purpose-built art gallery, which would act as a catalyst for wider regeneration, attract tourism and inward investment, and increase local pride.

The generous donation of The Hepworth Family Gift to Wakefield by Hepworth's daughters via the Art Fund was integral to the development of the new gallery. The 44 plaster and aluminium prototypes, together with the artist's work bench and tools are on permanent display in galleries dedicated to Barbara Hepworth's working practice.

In 2003, Wakefield Council launched an international competition to find an architect to design the new art gallery for Wakefield. This led to the appointment of David Chipperfield Architects.

The Hepworth Wakefield opened in 2011 to international acclaim, reaching its initial annual target of 150,000 visitors in the first five weeks. In 2013, The Hepworth Wakefield won the Clore Learning Award for its ambitious and innovative learning programme and in 2017, was named Art Fund Museum of the Year. In 2019, The Hepworth Wakefield Garden was created, transforming the gallery's outdoor site into an inspiring free public garden, designed by leading landscape architect, Tom Stuart-Smith and presenting a rolling programme of outdoor sculptures. We have added over £55 million worth of works to the collection through philanthropy since the gallery opened.

To mark The Hepworth Wakefield's 10th anniversary in 2021, the gallery organised the largest exhibition of Barbara Hepworth's work since the artist's death in 1975, which has toured to numerous venues across the UK from Edinburgh to St Ives and in Europe. Since then, we have significantly grown our programme of touring exhibitions nationally and internationally, introducing many more people to our brand.



Barbara Hepworth, *Mother and Child*, 1934
Purchased by Wakefield Corporation in 1951
© Bowness. Photo: Jerry Hardman-Jones

Vision, Mission and Values

OUR VISION

To be recognised as one of the world's leading art galleries, creating unforgettable art experiences for all, while inspiring positive change locally.

OUR MISSION

To create experiences that inspire, captivate, surprise and enhance everyone's lives.

OUR VALUES

Embrace innovation

From the way we work with colleagues and partners, to how we present our collections and exhibitions in an ever-changing world, we're always exploring new ways to innovate. Art doesn't stand still. Nor do we.

Be bold

Our people, our location, our building and our programming are all proof of how ambitious we are. We embrace a spirit of adventure to challenge and surprise. We create impact in everything we do to engage people in creative experiences.

Be open

Being open means we are inclusive, we collaborate freely and fairly, and are generous with our time and knowledge. We are welcoming and make the experiences we offer accessible to everyone.

Quality matters

We strive to achieve the highest possible quality. Being world-class is our goal, and everyone has a role to play in ensuring that excellence runs through every aspect of our work.



Our Exhibition Programme

We present major temporary exhibitions of the best international modern and contemporary art, attracting both local visitors and driving tourism to Wakefield. Showcasing the achievements of artists at all stages of their career and supporting emerging local talent are central to our vision. Using Wakefield's art collection as a starting point for our programme, we aim to balance international significance with local relevance and work to connect our exhibitions to our local area and audience. We have presented the first major UK exhibition of many international artists including Igshaan Adams (2024), Sheila Hicks (2022), Cristina Quarles (2019), Magdalene Odundo (2019), Lynda Benglis (2015) and Dana Schutz (2013) and highlighted the careers of important artists overlooked in art history including Gertrude Hermes (2015), Alina Szapocznikow (2017) and Helen Chadwick (2025).

We are a founding partner of Yorkshire Sculpture International (YSI) together with Henry Moore Foundation, Leeds Art Gallery and Yorkshire Sculpture Park. YSI was devised to build the reputation of West Yorkshire as the home of sculpture in the UK, support local artists and encourage broad engagement with sculpture. In 2019 we delivered the largest festival dedicated to sculpture in the UK, during which 1 million people experienced sculpture in Leeds and Wakefield. Our next festival is planned for 2027.

Alongside our exhibitions we run a thriving programme of fairs and markets, enabling our audiences to buy products direct from artists and makers. Each year we host a Print Fair, Ceramics Fair, Harvest Festival and 2 x Festive Market weekends. This year we have launched a new series of more intimate markets – House of Makers – responding to key seasonal events. We hold two café exhibitions each year and run a public events programme including artist talks, thematic conferences and film screenings. We also offer a strand of pop-up dining events that respond to the programme, such as our Surrealism Supper Club, or wider seasonal events, such as our Rhubarb Afternoon Tea.

Over the last year we have undertaken a comprehensive review of our digital presence, platforms, engagement and capabilities, with an ambition to drive new audiences, income streams and partnerships. We have devised some innovative digital projects for which we are now seeking funding to deliver.

Installation image of *Disobedient Bodies*:
JW Anderson Curates The Hepworth Wakefield,
March 2017. Photo: Lewis Ronald (Plastiques)



Installation image of *Magdalene Odundo*:
The Journey of Things, February 2019.
Photo: Lewis Ronald (Plastiques)

Installation image of *Sheila Hicks*:
Off Grid, May 2022. Photo: Tom Bird



The Collection

The Hepworth Wakefield is home to Wakefield's important art collection, which has strengths in modern British and contemporary art and covers many media including sculpture, ceramics, paintings, works on paper, and textiles. The collection was established in 1923 with the aim of nurturing an understanding of contemporary art and its relation to modern life – a collecting principle still followed by The Hepworth Wakefield today. We continue to strategically grow Wakefield's art collection through fundraising & philanthropy to address historic gaps and ensure it remains an important living collection that reflects our culturally diverse society.

'It's clear that The Hepworth has had an impact on Wakefield at many levels. In an area knocked hard by the loss of many traditional industries, David Chipperfield's riverside gallery has enriched the public realm and its success has clearly given the city a new confidence... it has opened new and wider horizons for its visitors and especially for its young women. And despite its national and international resonance, it remains just as firmly embedded in its place, in this part of Yorkshire, as the artist whose story it principally tells.'

Neil MacGregor, BBC Radio 4, March 2022

Installation images of *A Living Collection*, April 2022.
Left: Phyllida Barlow, *RIG: untitled*; stagechairs, 2011;
Stefanie Heinze, *Parasol (STICK THER F BOI)*, 2021.
Photo: George Baggaley.

Right: Henry Moore, *Two Piece Reclining Figure No. 4*, 1962;
Alvaro Barrington, *Em reclining sofa bed w/ Burberry pillow*, 2021. Photo: David Lindsay



Our Learning Programme

Inspiring creativity and providing opportunities for people of all ages to be creative has been at the heart of our mission since The Hepworth Wakefield was established. Our award-winning learning programme is devised in response to local need and is regularly reviewed in consultation with diverse groups to ensure our activities and engagement tools are inclusive for all. We work closely with Wakefield Council to respond to their strategic priorities to raise aspirations, achievement and wellbeing in the District. Through our impactful school projects we support teachers to encourage creative thinking across the curriculum and demonstrate the transformative impact of sustained work over several years.

"In all my years of teaching I've never experienced a project like this, it's been wonderful!"

Teacher, Shay Lane Primary School

"The Hepworth was absolutely amazing, there was loads of incredible artworks and we also got to learn about Barbara Hepworth, which was really awesome because I like learning a lot about history and I love art."

Pupil, Crofton Junior School

"I enjoyed the sculptures because I hadn't seen anything like that before."

Pupil, Walton Primary Academy

"I was surprised to see how big the sculptures were – it was incredible!"

Pupil, Walton Primary Academy



Role Description

JOB TITLE:	Director of Finance & Operations
RESPONSIBLE TO:	Director & CEO
RESPONSIBLE FOR:	Head of Operations & Visitor Services Finance Manager Finance Assistant

WHAT YOU'LL DO

FINANCIAL STRATEGY & MANAGEMENT

Proactively manage all financial reporting, oversight and resource planning:

- Oversee all budgeting and forecasting processes, including short- and long-term cash flow management and meeting performance targets.
- Responsible for communicating financial performance to the Board(s), Finance Committee, Wakefield Council (WMDC), Arts Council England (ACE) and staff.
- Oversee production of monthly consolidated management accounts with clear commentary for the senior management team.
- Lead on preparation of annual statutory accounts, liaising with the auditors and THW's Finance committee throughout the annual audit process.
- Lead on implementation and further development of THW's new reserves strategy, ensuring an appropriate level of reserves is always maintained.
- Oversee restricted fund reporting to ensure that funds are used for restricted purposes and correctly recognised in the accounts, and that all members of SMT recognise the level of restricted funding they have available.
- Ensure that the organisation is tax efficient and fully compliant in all aspects of taxation, including VAT, Corporation Tax and Payroll Taxes. Work with VAT and tax advisors to ensure that processes and methodologies remain in line with best practice and that THW makes best use of available tax reliefs, including Museums & Galleries Exhibition Tax Relief.
- Oversee all internal financial controls and processes.
- Oversee the payroll function and work with the Head of People on future development of payroll process improvement.

Lead on strategic financial development to maximise the use and impact of THW's resources and ensure access to insightful financial data:

- Provide strategic financial advice to the senior management team to maximise commercial and income-generating opportunities and manage expenditure effectively.
- Provide financial oversight of the organisation's major projects, including capital projects.
- Work with internal and, where appropriate, external project managers to ensure that expenditure is accounted for accurately and that projects are on budget.
- Further the strategic development of the organisation's financial systems, platforms and procedures, ensuring that automation, integration and process improvement opportunities are identified and acted upon.
- Lead on the procurement strategy and ensure it is implemented across the organisation. Build effective financial awareness and knowledge across the organisation.

INSURANCE

- Liaise with THW's insurance brokers to ensure appropriate levels of insurance are in place.
- Manage any insurance claims throughout the process.
- Identify and act upon new insurance requirements arising from the organisation's future development.

RISK AND REGULATORY MATTERS

- Maintain THW's risk register and ensure that it is regularly reviewed with the senior management team and risks and mitigation measures communicated to the board(s) and its committees.
- Maintain an up-to-date knowledge of accountancy regulation and practice, including changes to tax legislation and relevant accounting standards.
- Maintain an up-to-date understanding of the visual arts sector including future risks, challenges and opportunities, and establish an active network with peers across the sector regionally and nationally to share best practice.

STRATEGIC BUSINESS PLANNING AND MANAGEMENT

- Support the Deputy Director with the development of the organisation's business plan, ensuring it is an effective business tool that communicates clearly how we will deliver our Vision, Mission and Values and that it clearly demonstrates how we will meet ACE and WMDC goals.
- Work closely with the Executive Team to develop future ACE NPO funding applications, providing detailed financial projections and analysis to support funding negotiations.
- Support the Director and Deputy Director in negotiation of the Service Concession Agreement (SCA) and objectives with WMDC, ensuring their business planning requirements are met and SCA objectives are integrated into the business plan.
- Lead on the financial aspects of the ACE and WMDC grant reporting, including the annual report, ensuring deadlines and funding conditions are met.
- Work with the Development team to provide financial information in support of funding applications and grant reporting.
- Lead on legal activity such as lease agreements, supplier contracts and insurance.

OPERATIONS

- Support the Head of Operations & Visitor Services to develop THW's IT strategy, ensuring it is fit for purpose in a changing environment.
- Build and maintain high-level relationships with relevant contacts at Wakefield Council to oversee management and delivery of our Service Concession Agreement (SCA) relating to the building and estate.
- Work closely with the Head of Operations & Visitor Services to ensure the building and estate are well maintained, fit for purpose, sustainable and that any expenditure is cost effective and in keeping with our SCA.

GOVERNANCE & CHARITY REGULATION

- Undertake the role of Company Secretary for THW and THW Enterprises Ltd.
- Support the Chair and Director in the planning and coordination of THW Board and Finance committee meetings, ensuring timely and accurate reporting processes are in place.
- Maintain an up-to-date understanding of the law and regulations and ensure that these are implemented and communicated within THW – particularly regarding fundraising and data protection.
- Ensure that the organisation's registration with the Information Commissioner's Office is maintained and that data protection matters are handled appropriately.

TEAM AND LINE MANAGEMENT

- Lead and manage the finance team to optimise the financial management of the organisation in line with our values.
- Line manage the Head of Operations & Visitor Services, supporting them to ensure a high-level experience for all visitors, operational effectiveness and best practice across visitor services, the building and garden.

- Ensure a high performing team through effective performance management and continuous development of individuals.

ORGANISATIONAL LEADERSHIP

- Play an active leadership role in THW and participate in regular meetings of the Senior Management Team (SMT) and Executive Team.
- As part of the Executive Team, ensure that THW's organisational culture promotes the highest standards of governance, inclusion, ethical practices and social and environmental responsibility.
- Build and maintain relationships with key stakeholders such as Wakefield Council, Arts Council England, auditors, insurers and investment partners.

WHAT WE'RE LOOKING FOR

- A professional Accountancy qualification (ACA, CA, ACCA, ACMA or similar), or in exceptional circumstances, qualified by proven equivalent experience (E)
- A proven track record of holding a senior financial management position, ideally reporting at board level (E)
- An ability to work effectively with others who are less financially-literate and to explain complex ideas in straightforward language (E)
- A demonstrable ability to think strategically and to contribute at the highest level to the development and implementation of plans and policies (E)
- Strong technical financial skills underpinning a high level of commercial acumen and entrepreneurial spirit (E)
- Strong IT skills including MS Excel and recognised SME accounting software applications (E)
- Strong line-management skills, with a people-focused approach and the ability to drive performance and develop staff (E)
- Excellent interpersonal and networking skills, including the ability to communicate strategic and operational direction to senior stakeholders and staff at all levels (E)
- A commitment to anti-racism, diversity & equality in the workplace and an understanding of the best methods to eradicate racism and unconscious bias within the creative sector (E)
- A collaborative, flexible and team-based approach to working (E)
- Energetic with a commitment to inspiring & developing others (E)
- Experience of contracting services, including tender processes, contracts, managing outsourced services and service specification (E)
- Demonstrable experience of major project management, including devising and maintaining budgets, planning and capital project experience and reporting to stakeholders (E)
- An interest in the visual arts (E)
- Direct experience of working in finance within the charity sector, including understanding of fund accounting (D)
- Experience of managing third party suppliers (D)
- Strong understanding of the operating and strategic issues facing arts organisations, current policy issues and opportunities for arts organisations and not-for-profit organisations, including experience of reporting to public funders (D)
- Knowledge and understanding of charity governance, company law, data protection and the regulation of charities (D)
- Experience of leading operational teams, including estates and visitor services (D)

WHAT WE OFFER

- £60,000 - £65,000 per annum dependent on experience.
- Permanent
- Full-time (37 hours) although flexible working will be considered including compressed hours, reduced hours (minimum 30 hours) and flexible start and finish times.
- Hybrid working

- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days.
- Royal London stakeholder pension scheme, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.

HOW TO APPLY

To apply for this role please complete an application form and an equal opportunities monitoring form, found at hepworthwakefield.org/jobs and return to recruitment@hepworthwakefield.org by 9am on Monday 24 November 2025.

Interviews will take place Tuesday 9 December 2025.

Please ensure forms are sent as Word documents only. If you would like to arrange a conversation about the role, please contact Georgie Booth on georgina.booth@hepworthwakefield.org