

FINANCE DIRECTOR

Recruitment Pack

THE DEEP

For conservation, not profit.



INTRODUCTION

**DEAR APPLICANT,**

The Deep was established as a company in 1998 and secured charitable status in 1999, opening to the public in 2002. Since that time, our world-renowned aquarium has now been enjoyed by over 10 million visitors.

We are now seeking a Finance Director to join our Senior Management Team. With a commitment to equality, inclusivity and diversity, The Deep welcomes applications from all who have a passion for The Deep and its charitable commitments and who hold strong professional skills to integrate with the wider remit of the organisation.

The Finance Director is the administrative backbone of The Deep with management responsibility for all finance and fundraising, legal, IT systems and company administration, holding the Company Secretary role.

We look forward to your application to join us to further The Deep's mission, which is 'To create a deeper understanding and enjoyment of the world's oceans and inspire positive change for their survival'.

With best 'fishes',

Katy Duke | CEO

katy.duke@thedeep.co.uk

WELCOME



WELCOME TO THE DEEP

The Deep is an education, conservation charity and public aquarium based in Hull city centre. The Deep has proudly remained a financially independent charity since opening in 2002 and, led by a Board of voluntary trustees, is solely responsible for its own finances.

The Deep aims to reach as many people as possible, with significant emphasis on accessibility through equality, inclusivity and diversity, and is award-winning in this field.



The Deep is a member of the British and Irish Association of Zoos & Aquariums ([BIAZA](#)) which represents zoos and aquariums achieving the highest standards of animal care, protecting the natural world through research and conservation, and educating and inspiring their visitors. The Deep is also a member of the World Association of Zoos & Aquariums ([WAZA](#)) which seeks to do the same, on a global level.

The Deep welcomes 450K visitors per year including 18K pupils taking part in formal education school visits. Open 363 days every year, The Deep is an iconic building on the city's skyline and is a symbol of regeneration within the City of Hull, as important for local tourism as it has been for conservation and education. The Deep has an estimated annual net worth of over £20 million to the local economy and employs 150 people.

Exhibit renewals are key to continue engaging audiences, reinvesting in the attraction to maintain a modern, exciting visitor offer. Financing through commercial activities, operation of the Business Centre @ The Deep, grants, partnerships and other means are therefore essential to support The Deep's charitable objectives.

The Deep is a registered Charity, EMIH Limited 1073254. The latest Directors' Report and Financial Statements can be found on Companies House and/or the Charity Commission websites (search for EMIH Limited).

The Deep's charitable company (EMIH Limited) has a wholly-owned trading subsidiary company (Running Deep Limited) through which the commercial activities of The Deep take place. Surpluses made by Running Deep Limited are gifted to the charity.

LINKS ►



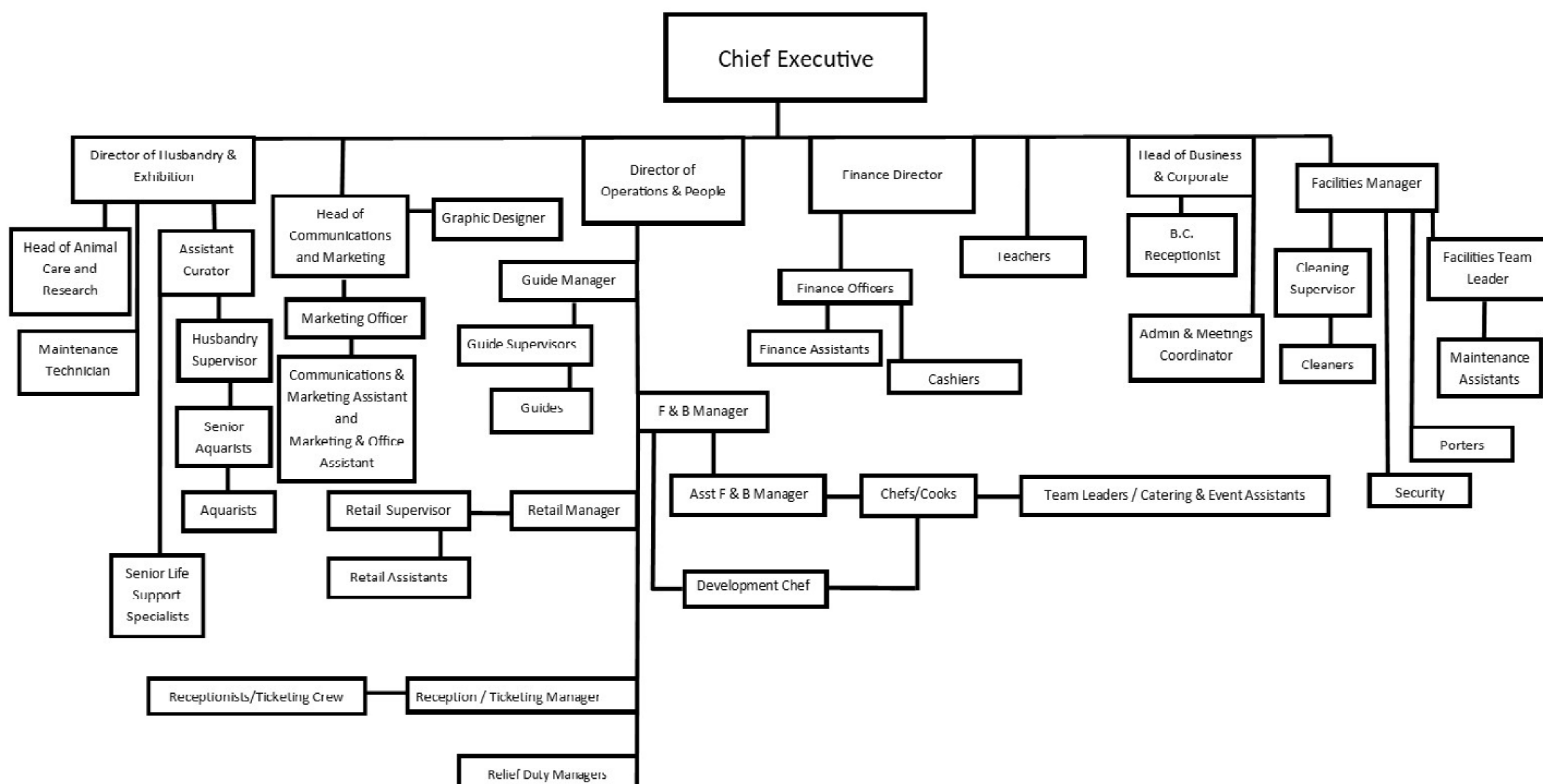
STRUCTURE



STRUCTURE

Operationally, the Finance Director reports directly to the Chief Executive, is an active member of the Senior Management Team, and is in regular liaison with the Board of Trustees.

The Finance Director has management responsibility for an established finance team of six, including Finance Officers, Finance Assistants and Cashiers as well as offering Senior Management Support across the organisation.



JOB DESCRIPTION



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Provide strategic financial management of The Deep (EMIH Ltd, Running Deep Ltd plus any and all subsidiary companies).

Make a significant and effective strategic contribution to The Deep as a member of the Senior Management Team.

Be appointed as Company Secretary and fulfil all duties of this role.

Provide efficient management of company financial processes including but not limited to: forward financial planning, budgeting, forecasting, monitoring, cash flow, investments, capital requirements and business administration including any relevant legalities for operation.

Support the Chief Executive in the effective Business Planning of the Organisation.

Produce annual consolidated/statutory accounts for all companies, in partnership with Auditors.

Liaise with key company advisors, legal and financial support such as: Auditors, Bankers, Health and Safety Competent Person, Solicitors and Insurers.

Liaise as appropriate with the Charity Commission to ensure up to date reporting and adherence to Charity Law.

Manage The Deep's administrative financial system and procedures to ensure efficiency and probity.

Manage all matters in relation to VAT.

Manage all matters in relation to Gift Aid.

Manage The Deep's GDPR strategy and ensure compliance across the organisation.

Manage the finance team.

Implement and maintain The Deep's IT strategy, systems and software including the ticketing/till systems and contractual management of office equipment.

Provide strategic management of pension and payroll matters.

Provide timely management and financial reports and forecasts including project budgets to the Board, Chief Executive and Managers and Crew as required.

Proactively seek new funding and financing opportunities, prepare bids and proposals as required and engage in relevant networks. Report to historic/current funders as required.

Provide support to the Head of Business & Corporate in their duties particularly with regards to legal matters in relation to the administration of flexible office services within the Business Centre @ The Deep.

Ensure appropriate risk management strategies including financial controls throughout the organisation.

Participate in the company's Health, Safety and Wellbeing Committee.

Assist in the positive promotion of The Deep at all times, engage with media when requested and participate in wider representation of The Deep through event attendance and networking as required.

PERSON SPECIFICATION



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- Substantial experience of working in a financial management role at a senior level.
- Formal accountancy qualification(s) or equivalent experience.
- A thorough understanding of (and experience in) all relevant financial management procedures and reporting requirements.
- Proven ability to lead and manage teams.
- Proven ability to source external funding and financing, to ideally include experience in bid writing and grant reporting.
- Experience in delivering projects and change management.
- Knowledge of charity governance and experience of working with (or in) the charity sector is desirable.
- Clear commitment to CPD in the area of finance and wider skills.
- Knowledge of overseeing IT provision in an organisation; experience/knowledge of digital transformation would be advantageous.
- Knowledge of and/or experience in management of GDPR processes.
- Working knowledge of, and experience in, dealing with all company matters relating to tax, including Gift Aid.
- A track record of contributing to organisation success through proactive engagement in wider company activities.
- Experience in representing and promoting an organisation to statutory bodies, advisors and networks.

- A commitment to The Deep's positive culture of great communication, respect and enthusiasm.
- A passion for and commitment to the wider objectives of the organisation.
- It is noted that the successful candidate will be required to provide all documentation to prove their right to work in the UK. A satisfactory basic DBS check will also be required.

Salary: £80,000 per annum

Normal Hours of Work: 39 Hours per week, Monday to Friday between core office hours of 07.30hrs and 18.00hrs. The Deep is open 7 days a week (including out of hours activities), therefore as a Senior Manager some occasional work outside core hours can be expected. Please note this is an office based position in order to fully support the operations of this B2C organisation.

Annual Leave: 29 days plus bank holidays and Christmas Eve.

Pension: The Deep is an admitted body of the East Riding Pension Fund (<https://www.erpf.org.uk>) which administers the Local Government Pension Scheme in our region. This is a 'defined benefits' scheme.

Plus: Deep Crew enjoy an annual allocation of complimentary tickets, discounts in the DeepArtment Store and The Plaice café, free parking, an Employee Assistance Programme and access to an annual bonus scheme.



HOW TO APPLY



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Applications are invited as CVs with covering letter which should draw our attention to how you believe you match what The Deep is looking for from a Finance Director; what sets you apart? Other application formats are welcome if this is preferable instead of, or in addition to, written submissions.

These should be sent to louise.kirby@thedeeep.co.uk and submitted by 9am on Monday 19 May 2025.

Interviews are likely to take place on 3 and 4 June 2025.

