



The British Academy

Director of Finance & Resources

Candidate information pack - August 2026

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Welcome

Dear potential candidate,

At a time of huge political, social, technological and environmental change in the world, research from the humanities and social sciences has a critical role in helping society understand where we are, and to imagine possibilities for a better future. The British Academy is the UK's national academy for humanities and social sciences, and we play a fundamental role in supporting research across these disciplines, and helping it to have an impact that improves understanding and people's lives.

The Academy is an established institution – we will be celebrating our 125th anniversary in 2027 – and yet one that does not rest on its laurels but continues to innovate and change to meet the moment. In recent years we have: built our policy work to bring academic insight into the hands of Government; transformed our building into a wonderful space for public engagement; and built a national network to support the next generation of researchers.

We are looking for a new Director of Finance and Resources to join the Academy. I am seeking a strategic leader who can help the organisation plan for the future during a period of relative stability. We will use our 125th anniversary as an opportunity to launch a programme of funding diversification, and I am looking for someone who will be able to help support the success of this from a finance perspective. As well as leading the finance function you will oversee our facilities, IT and HR portfolios and our venue sales business, working with strong Heads of Department in each.

You would join a senior management team where we are joint stewards of the British Academy – not just owners of our own individual portfolios. We are a close knit team that trusts and supports one another, working with the Academy's Council, President and Vice Presidents to ensure the British Academy continues to develop and flourish.

The Academy is a unique institution, using research to shape a better world. We are a friendly and collegiate place to work, with a beautiful heritage building in central London. Our

portfolio of work is very broad – including the research that we fund, our Book Prize making research more widely accessible to a general audience, and our policy work. This makes for a range of interesting challenges and stimulation. If this sounds of interest, we'd love to hear from you.

Hetan Shah
Chief Executive



About us

The British Academy is the UK's national academy for the humanities and social sciences.

About the British Academy

The British Academy is the UK's national academy for the humanities and social sciences, established by Royal Charter in 1902. We mobilise these disciplines to understand the world and shape a brighter future.

Mobilising the humanities and social sciences

From artificial intelligence to climate change, from building prosperity to improving well-being – today's complex challenges can only be resolved by deepening our insight into people, cultures, and societies. We invest in researchers and projects across the UK and overseas, engage the public with fresh thinking and debates, and bring together scholars, government, business, and civil society to influence policy for the benefit of everyone.

Funding

Investing in research – we distribute funding to support UK and international academic research, career development

and wider engagement across the humanities and social sciences. In 2025/26 we awarded around £63 million in research funding to academics. We have also developed an Early Career Researcher Network which has over 6,000 members to support academics at this vital stage of their career.

Events

Engaging the public – we promote ideas and achievements in the humanities and social sciences through events, talks, videos, podcasts, and our annual Summer Showcase.

Policy and research

Influencing policy – we provide knowledge, expert insight, and space to explore the context, meaning and practicalities of the challenges facing society today.

Our people

President and Fellows of the British Academy

The President of the British Academy is Professor Susan J. Smith PBA. The Fellowship comprises over 1,800 leading national and international academics, elected for their distinction in the humanities and social sciences.

Chief Executive and Senior Management Team

The Chief Executive is Hetan Shah. He is supported by five Directors with the

functional portfolios of Resources, Communications & Engagement, Fellowship & Development, Policy, and Research.

Our Building

The British Academy occupies No. 10 and No. 11 Carlton House Terrace – beautiful premises built in 1831 to designs by John Nash. The Academy has an extensive art collection which is displayed throughout the building.

<https://www.thebritishacademy.ac.uk/about/>

Our strategic priorities:

1 2 3 4 5

To speak up for the humanities and social sciences

To invest in the very best researchers and research

To inform and enrich debate around society's greatest questions

To ensure sustained international engagement and collaboration

To make the most of our assets to secure the Academy for the future

Our values

The Academy's workplace values and supporting text are set out below. We share these core values with each other. They guide how we work together and with others. We demonstrate them through our behaviours.



Collaboration

We consistently work together to a common purpose, supporting each other, communicating openly and sharing knowledge. We are flexible and adaptable, receiving feedback constructively



Creativity

We bring imagination and curiosity to our work, valuing learning, diverse thinking, and innovation. We are open-minded, receptive, and responsive, taking account of alternative perspectives



Empathy

We are understanding, sensitive, compassionate, and considerate, mindful of our own wellbeing alongside that of others



Excellence

We always do our best, without striving to be perfect, applying our expertise and experience to develop and grow



Integrity

We are open and honest with each other, accepting personal responsibility and demonstrating loyalty. We are reliable and dependable, having belief that we will be transparent and clear



Resilience

We are confident, bold, and tenacious, knowing when to listen as well as when to speak up. We respond positively to challenges and overcome problems



Respect

We are inclusive in our regard for each other, showing courtesy and appreciation. We treat people fairly and equally, welcoming everyone's contribution and difference



Job Description

JOB TITLE:

Director of Finance and Resources

LOCATION:

10-11 Carlton House Terrace, London SW1Y 5AH.

Hybrid working is available.

REPORTS TO:

Chief Executive

STAFF SUPERVISED:

Head of Finance

Head of HR

Head of IT & AV

Head of Estates & Facilities

Head of Venue Sales and Marketing

Job purpose

OVERALL OBJECTIVE:

As a member of the Senior Management Team, provide inspirational leadership across the Academy, with an emphasis on bringing vision and strategic leadership to corporate services and driving a high-performance culture. This role works to support the Council, working closely with the Treasurer, on strategic and tactical financial matters.

The Director of Finance and Resources is accountable for strategic priorities, operational plans and management of the Academy's financial, physical, and technical assets, and its people resources. They will provide vision and strategic direction for the following teams: - Finance, Human Resources, IT & AV, Estates & Facilities and Venue Sales & Marketing

MAIN DUTIES:

Financial Strategy, Management, Planning and Reporting

- To develop, maintain and oversee the Academy's overall financial strategy.
- To provide leadership to the Finance function and team at the Academy.
- To oversee the development and maintenance of robust financial systems and effective financial controls.
- To oversee the management of the Academy's finances including the allocation and prioritisation of resources within the Academy through the annual budgeting setting and financial planning processes.
- To proactively manage cash, investments and the Academy's funding needs.
- To provide financial plans beyond the annual budget to reflect the future impact of the Academy's strategic and operational plans.
- To interpret complex financial information and provide financial reporting and advice to the Academy's Senior Management Team, Council and Sub-Committees.
- To maintain and develop relationships with external auditors, insurance brokers, investment advisors and investment managers.
- To oversee the procurement of all major contracts within the Resources Directorate.

Corporate Services

- To lead the Resources Directorate Management Team in defining appropriate strategies and priorities, aligned with the Academy's strategic and operation objectives, and to oversee their implementation and delivery.
- To manage, support and challenge Heads in their respective delivery of programmes of work in their area.
- To foster a culture of collaboration, inclusion and continuous improvement, empowering teams to achieve high standards of excellence and the adoption of a customer centric approach to service provision.
- To ensure effective corporate management of resources (people, organisation, structures and management systems), regularly reviewing and re-prioritising these to ensure effective utilisation.
- To oversee the operation of the Academy's trading subsidiary (Clio Enterprises Ltd) seeking to balance the maximisation of trading profits with the Academy's strategic objective of opening up the Academy.
- To lead on business continuity issues, and work closely with the Head of Governance and other key personnel on areas of risk including cyber and data.

Supporting the wider Academy

- To develop strong relationships across a complex network of internal and external stakeholders and to be responsible for delivering robust messages, including to influence change where necessary.
- To support the Chief Executive and, as a member of the Senior Management Team, to provide effective corporate leadership of the Academy.
- To deliver greater joined up thinking across the Academy, particularly in relation to the Academy's finance and corporate services portfolio, and in support of the Academy's strategic priorities.
- To ensure the motivation and wellbeing of the Academy's staff body, delivering high levels of performance and inclusive leadership behaviours
- To support the Academy's strategic objective of diversifying its income, including increasing income from philanthropic sources.
- To support Council and relevant Sub-Committee meetings, and act as Secretary to the Resources Committee.

- To act as senior Health and Safety representative, ensuring the workplace and building meets with all regulatory requirements.
- To lead on the delivery and implementation of any large-scale projects specifically assigned.
- To maintain strong relationships with Department for Science, Innovation and Technology (DSIT) representatives, leading on all financial reporting funding requirements.
- To lead on the negotiations with the Academy's Trade Union, along with the Head of HR.

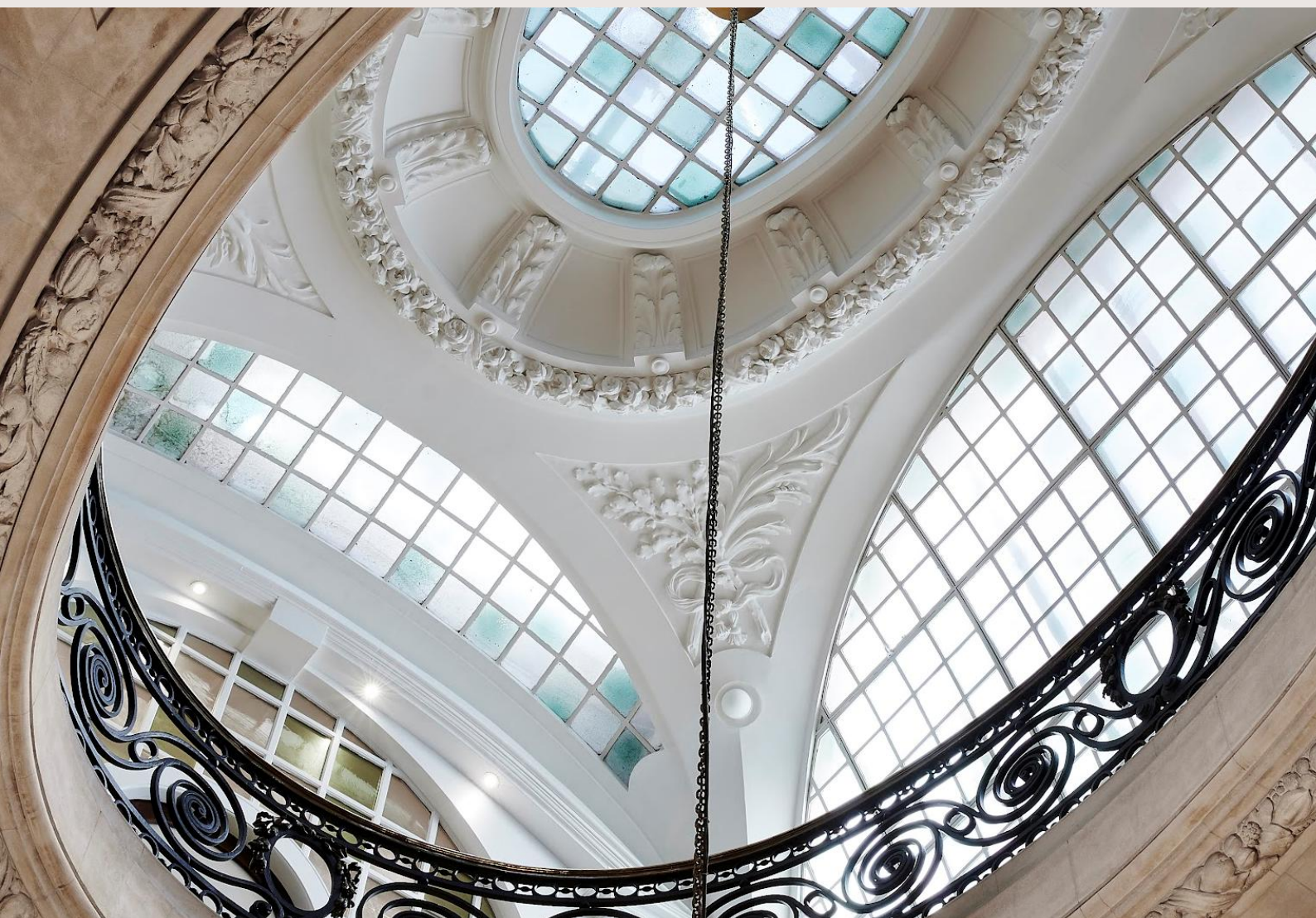
Key stakeholders

Internal

- Academy Staff, Senior Management Team, Treasurer, President, Resources Committee members, Audit Committee members, Trustees of Council.

External

- External & Internal Auditors, professional advisers, DSIT representatives, Clio Board Members, other National Academies.





Person Specification

POST:	Director of Finance and Resources	
DIRECTORATE:	Resources	
Requirements	Essential	Desirable
Qualifications	• CCAB qualified Accountant	
Experience	• An inspiring and innovative finance professional who has operated at a senior level within a complex organisation. • Demonstrable experience of leading, directing and managing a Finance team	• Demonstrable experience of contingency planning, risk management and business continuity. • Experience of working with a mixture of income streams: government;

Knowledge and Skills	and at least one of the other functions managed by this post. • Proven experience in of overseeing and management of large (>£20m) and complex budgets. • Extensive experience of leading, motivating and managing teams with the ability to promote a culture of high performance, continuous improvement and innovation. • Demonstrable experience of managing change at senior level. • Proven experience of engaging with and providing advice at Board level. • Proven experience in providing leadership and direction to strategic and complex projects. • Experience of preparing financial statements in line the Charities SORP. • Outstanding relationship-building and influencing skills. • Outstanding communications and interpersonal skills with the ability to present financial and operational information on a clear, concise and accessible way to diverse audiences. • Proven leadership skills with the ability to empower and motivate team members. • Ability to organise and prioritise a demanding workload personally and to set clear priorities for the Resources	philanthropic; commercial. Overall commercial mindset. • Understanding of the different demands and constraints on charitable and non-charitable entities and issues arising in an organisation that contains both
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Personal style and Behaviours	Directorate teams and, with Senior Management colleagues, the wider Academy • Tact and diplomacy and a high level of emotional intelligence. • A high level of self-awareness and someone who welcomes constructive feedback. • A 'can-do' attitude and ability to inspire and be a role model for others within the organisation. • Highly collaborative and a strong team player – seeks and embraces opportunities to work with other functions within the organisation.	
Other Requirements	• Understanding of, and commitment to equal opportunities and diversity.	• Experience of investments and endowments.



Benefits

Pension scheme

SAUL Start – new employees join the defined contribution scheme for the first three years, with contributions of 16% (the Academy) and 6% (employee).

Employees then transfer to the SAUL

Lifetime career average defined benefit scheme – employee contributions remain at 6%, and employer contributions increase to 19%. As part of SAUL membership, employees receive 8 x salary death in service benefit (SAUL Start), 4x salary death in service benefit (SAUL Lifetime).

Annual Leave

34 days annually (including 3 days Christmas / New Year closure), plus 8 bank holidays. The Academy also offers an annual leave buying and selling scheme.

Flexible Working

Employees are able to work flexibly under our How We Work framework, with the right to request flexible working patterns.

Support for Families

As part of its commitment to support families, the Academy offers occupational leave and pay for parents, carers, and bereaved employees.



Recruitment timetable & how to apply

Timeline*

Applications close	Sunday 27 th September
Shortlisting	Thursday 8 th October
Fireside chats with CEO	Week of 12 th October
Panel Interviews	20 th / 23 rd October

**Please note that these dates are only indicative at this stage and could be subject to change. We'll try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You're asked to note the above timetable and be flexible through the recruitment and selection process.*

To apply please send your CV, along with a supporting statement (no longer than two pages) to BA@allenlane.co.uk

We encourage all candidates to discuss the role further before submitting an application. If you'd like to discuss the role in more detail, please contact:

Bryony Thomas

BA@allenlane.co.uk | 07921 334 625