



The Line Finance and Operations Director

Job Description

Contract: Full-time permanent contract

Commencing: Dependent on successful candidate's availability but with the potential to commence from February / March 2026

Salary and hours: £54,000-59,000

Employment benefits:

- Holiday entitlement of 25 days plus public holidays
- Contributory NEST pension scheme
- Cycle to work scheme
- Wellbeing support through Employment Assistance Programme

Probationary Period: 6 months

Full employment terms will be included within the contract of employment

Reports to: Director

Location: working from our offices at Plexal (Here East) in Queen Elizabeth Olympic Park. Arrangements for some home working can be considered subject to three days minimum attendance in the office, two of which are fixed to ensure effective team work.

Overview

The Line is East London's public art trail that connects Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. At The Line our Purpose is to democratise access to art, enhancing opportunity and wellbeing. Our Mission is to deliver a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free.

We value an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. The Line believes in the transformative impact of art and nature, and we are committed to increasing access to the arts through our programmes and challenging barriers to participation. Our collaborative engagement programme supports wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability.

The Line is recruiting a Finance and Operations Director who will play a key leadership role, joining at an exciting time of organisational development for the charity.

Find out more information about The Line [HERE](#)

Purpose of the role

The role is responsible for key operational aspects of The Line and for Financial and Commercial Control.

As Finance and Operations Director, you will work closely and collaboratively with the Director to balance the overall plan and financials, monitoring results and replanning as needed

You will lead effective operations, including HR processes and resource planning, risk management, back-office systems and IT.

You will support good governance by managing engagement with the board and represent The Line at the Community Interest Company and relevant committees.

Depending on the candidate, this role will also be responsible for developing and delivering on our People Agenda, ensuring colleagues at The Line are recruited, supported, motivated and rewarded effectively.

Key Areas of Responsibility

Financial Leadership

- Lead on all financial planning, budgeting and reporting, at both and overall level and at a project level, including reporting to prospective and active funders.
- Communicate our financial position effectively to stakeholders, including trustees, funders and the SMT through preparing management accounts and annual accounts.
- Ensure strong financial controls, compliance and long-term organisational sustainability.
- Lead the team in reporting across both restricted and unrestricted grants, individual gifts and corporate donations as well as public sector funding.
- Manage Tax issues in particular VAT and M>R with advisors.
- Line manage a Finance Assistant (p/t) and incoming coordinator.
- Manage financial operations across The Line's Community Interest Company.
- Work with the director to lead the SMT in balancing the overall plan and project budgets within financial constraints, monitoring results and replanning as needed.

Operational Management

- Ensure effective organisational systems (currently established through Monday.com), processes and infrastructure to support delivery across all departments.
- Lead on IT, administration, data protection, and business continuity.
- Establish, implement and lead on resource planning and ensure efficient, well-coordinated internal operations.

Risk & Compliance

- Oversight of robust risk management frameworks and compliance with legal, regulatory and funder requirements.
- Oversight of updates to organisational policies, safeguarding best practice and sector standards.

Governance

- Support strong governance structures, working closely with the Board, Chair and Treasurer.
- Manage board and FIRC engagement, managing agendas, actions and SMT contributions to ensure the efficient running of board and committee meetings.

Strategic Leadership

- Contribute to business planning and organisational development, supporting the Director and senior team.
- Identify opportunities for improvement, resilience and financial or operational efficiencies.
- Play an active role in leadership forums and relevant committees (e.g. attendance at Board, Finance, Investment and Risk Committee (FIRC), Fundraising Committee and Curatorial committee)

People Leadership

- You will support the Director to uphold team culture, embodying and championing The Line's values.
- Establish and deliver appropriate recruitment protocols, reward strategies, retention and performance management policies and oversee delivery by line managers.

Person Specification

Essential:

- Fully qualified ACCA or ICAEW with practical knowledge of charities accounting and SORP, fund accounting, budgeting and financial reporting.
- Proven experience of implementing and improving systems and processes including strong Xero experience and project management software Monday.com or similar.
- Proven ability to communicate and influence effectively with a range of stakeholders, distilling complexity and facilitating good decision making on financial matters.
- People leadership experience and a proven track record of people management.
- Demonstrable ability to think strategically and understand broader organisational issues.
- Effective in a team, able to hold colleagues to account financially in a collegiate way.
- Agile thinker able to flex to emerging priorities.

The following would also be desirable:

- Experience of people leadership issues and of developing strategies for recruitment and retention.
- An empathy for the charitable aims of The Line and a commitment to the successful delivery of its mission.
- Demonstrable experience in managing organisational change.
- Experience of claiming Museums and Galleries Tax Relief.
- Company Secretarial and Governance experience.

This job description is a guide to the nature of the work required for the role and does not form part of the contract of employment. It is a working document and as such may change and evolve as the role, team and The Line develop.

Application deadline and interviews

The closing date for applications is **11pm, Friday 9th January 2026**. First round interviews are expected to take place in person at The Line's offices at Here East (Queen Elizabeth Olympic Park) on **21st or 22nd January 2026** with second round interviews on **Monday 26th January**.

Equal Opportunities

The Line is committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all, but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in the cultural sector.

Your application and any associated personal information will be stored and processed in accordance with our Data Retention and Disposal Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

How to apply:

Apply through the [application form](#) which requires **a cover letter setting out your motivation for applying and how you meet the person specification**, a copy of your CV and contact details of two referees.

Complete the [Equal Opportunities Monitoring Form](#) (please note this will not be reviewed by the individuals reviewing applications)

If you do not meet all criteria in the person specification but feel you meet the majority or bring alternative strengths, please feel encouraged to apply.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print.

Please email workwithus@the-line.org