

# Sotheby's INSTITUTE OF ART

## Director, Global Finance (NYC)

### About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the [Sotheby's Institute of Art](#) (SIA) is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art-New York (SIA-NY) has been an accredited member of the National Association of Schools of Art and Design (NASAD) since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

### Position Purpose

The Director, Global Finance is responsible for the financial well-being of Sotheby's Institute of Art ("SIA") which entails working with senior leadership to set the overall financial strategy and oversight of all finance and accounting operations within the SIA group. This position has primary day-to-day responsibility for the administrative, financial and risk management operations of the company, to include: accounting operations, financial planning, budgeting/analysis, monthly financial reporting, annual audits, tax compliance and other special projects. The Director, Global Finance leads and manages the Finance teams in London and New York.

### Essential Duties and Responsibilities

Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

- Oversight of all finance and accounting operations within the SIA group, including setting the overall financial strategy with senior leadership.
- Monitors the monthly costs against the budget and reports any significant issues to relevant senior leadership team members.
- Contributes to planning and strategic discussions.
- Develops and maintains systems, procedures, policies (such as scholarships/financial aid, tuition payments, travel and expenses, etc.) to ensure the efficient and effective management of the global finances.
- Developing and maintaining internal controls as it relates specifically to financial aid and Title IV funding in the US and in accordance with the Office for Students (OfS) in the UK
- Delivers the annual budget process and monthly/annual cash forecasting.
- Uses a financial control framework, including financial accountabilities and authorities to ensure full financial control.
- Develops and controls centralized accounting systems to ensure that accounts are effectively managed.

- Acts as the main point of contact to external auditors and provides all required information.
- Ensures tax and accounting compliance in both the UK and USA.
- Keeps senior leadership fully appraised of all pertinent financial matters – particularly any significant negative variances to budget in time for appropriate remedial action to be taken.
- Ensures that accounting policies comply with the relevant accounting standards and that SIA's policies are followed.
- Recommends and implements initiatives that will improve SIA's financial performance and financial controls in all locations.
- Demonstrates professionalism and diplomacy in interpersonal relationships.
- Supports and embraces diversity.

### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sound and up to date knowledge of UKGAAP, USGAAP, US Generally Accepted Auditing Standards, US Government Auditing Standards, and International Financial Reporting Standards (IFRS)
- IT skills; excellent Excel modeling skills and proficient use of Outlook, Word, PowerPoint, Internet.
- Ability to work under pressure, manage conflicting priorities, and handling multiple tasks at the same time.
- High level organizational skills with the ability to prioritize work, meet deadlines, and be alert to action which needs taking.
- Ability to be present in the office.
- Ability to pass a background check.

### **Education, Work Experience and/or Licensure**

- BS in accounting/finance
- Fully qualified accountant (CPA, CA, ACA, ACCA or CIMA)
- Minimum of 10 years of accounting and finance experience.
- Previous experience in a similar position, including experience of providing Financial Control as part of a group of companies.
- Management experience in the areas of finance and accounting.

### **Language Skills**

- Excellent spoken and written English communication skills
- Other languages, a plus

**Sotheby's Institute of Art offers a competitive salary that is based on education and experience.**

**To Apply:**

- Email your **resume** and a **cover letter** to: [opportunities@sothebysinstitute.com](mailto:opportunities@sothebysinstitute.com)
- In the subject line of your email enter: **"Director, Global Finance"**
- Only qualified candidates should apply

**NO RECRUITERS**

**Sotheby's Institute of Art is an Equal Opportunity**