



Job Description

Title: Reporting & Insights Manager (maternity cover)

Contract: Fixed Term Contract – Permanent, Grade 4

Salary: £46,790 per annum plus attractive benefits

Job Summary

The Reporting & Insights Manager leads a small team providing financial reporting and insights for our Commercial businesses, as well as playing a key role supporting museum-wide performance reporting. You will be a specialist in financial and commercial reporting, data analysis and data visualisation; able to manage and interrogate source data sets, provide critical analysis and communicate complex information effectively to senior leaders to support business decision making.

Main Responsibilities

Commercial Reporting and Annual Business Planning – 75%

- Lead regular commercial financial reporting, data cleansing and data insights across our commercial teams.
- Support team heads and directors through the annual Business Planning process for our commercial teams, working closely with the Head of Strategic Planning, Director of Commercial and the Finance team. Co-ordinate the production of full detailed business plans from senior managers and review business plan templates to interrogate income and expenditure projections, challenge assumptions, and review KPIs.
- Oversee the weekly Commercial teams' reporting; drill down to investigate performance issues and present data and hypotheses to inform short, medium, and long-term responses; analysing data to recommend ways of optimising commercial performance
- Develop and review commercial dashboards on a regular basis.
- Attend Commercial & Visitor Experience team meetings weekly and hold 1:1s with Director of Commercial
- Produce information for monthly Commercial Review meeting working with Director of Commercial to plan the agenda, prepare reports and present data and insights at the meeting
- Lead and deliver regular visitor forecasting, incorporating audience data insights.
- Take a lead on forecast assurance for exhibition reporting; working with the Senior Business Improvement Lead





Thriving at the Museum: the way we work

We are proud to work at the Museum and have identified the qualities we all need to embody to reach our shared ambition. This sits alongside the Museum's values and forms the framework for the way we work.



We are ambitious. To make a difference on a global scale we are big and bold in our thinking and set goals which may seem impossibly high. We act with integrity, but we are not rigid or inflexible. We are excellent at what we do and look for opportunities to make a difference for the Museum wherever we can.

We are curious. We never stop learning. We look outwards beyond the Museum and ask questions to advance our understanding. We seek out and actively listen to different perspectives. We take time to reflect, are thoughtful and open to new ideas.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We are passionate about the Museum, enjoy telling its stories and sharing our knowledge and expertise to inspire others. We don't take this for granted; we feel proud to work here.

We are pioneering. We are not afraid to try something new and use good judgment and evidence to take risks. We experiment, innovate, and embrace complex problems by adapting our approach. We do not dwell on setbacks or get preoccupied with problems. We find solutions.

We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We share information and skills, so everyone is equipped and enabled to succeed. We never let bad moments grow into bad relationships. We inspire and empower each other to give our best.

We act with pace. We focus our efforts where we know we can make the biggest impact. We take tough decisions and once a plan is set, we all get behind it to make it happen. We take responsibility and don't wait to be told what to do. We are racing against time in this planetary emergency, so we work with a sense of urgency.





General Information

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Enhanced/Standard/Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

The Museum supports flexible working.

To apply

If that sounds like you, please apply online on the Natural History Museum's careers portal.

Closing date: 23:59 3 March 2025

Interviews expected w/c 17 March 2025

