

## **Finance Manager – Bucks County Museum Trust**

**Salary: £23,783 (FT Equivalent circa £40,000 dependent on experience) + 5% pension**

**Reporting to: Museum Director/Chairman**

**Direct Report: Funding Officer (bookkeeping role)**

**Start date: February 2022**

**Contract: 22 hours pw with possibility of increased hours from April 2022**

**Place of Work: Discover Bucks Museum, Church Street, Aylesbury, Bucks HP20 2QP.**

### **Background to the Role:**

Discover Bucks Museum is looking for a Finance professional with significant experience of managing the finances of charities or businesses to take on this important new PT Finance Management role during a period of transition, initially working alongside the Funding Officer until their retirement in April 2022, with an opportunity to consider the delivery of bookkeeping in the future.

Since the Museum became an Independent Trust in 2014 there has been significant development of the organisation with a growing level of income and funding, including a current capital project and increasing numbers of individual projects to enhance the offer of the Museum. As a result, we now need high level financial management skills within the organisation to ensure excellent levels of financial management and sustainability in the future. This role might suit someone with high level finance management skills and experience looking to return to the workplace. You will be joining the team at an exciting time of transformation change and helping to shape the development of the Museum as a leading attraction in Bucks.

### **Job Description**

- Managing the accounting processes of the Museum Trust.
- Responsible for ensuring all appropriate accounting entries are made on Sage.
- Responsible for ensuring all appropriate invoices are raised and funds collected and invoices paid at the appropriate time.
- Responsible for preparing the wages of a staff of about 35 people.
- Responsible for preparing the Annual profit and loss and cash flow budgets
- Responsible for preparing monthly management accounts and presenting these to the Finance Committee and the Board of Trustees
- Responsible for preparing monthly profit and loss and cash flow forecasts.
- Responsible for timely provision and completion of financial information for funding bids
- Responsible for dealing with LGPS and NEST pension monthly and annual reporting and queries
- Attendance at Board Finance committees every quarter and board meetings bi-monthly and production of board meeting minutes to circulate to attendees
- Line management of Funding Officer role and duties

- Responsible for preparing Gift Aid claims using EPOS
- ONS reporting
- Responsible for preparing Furlough (or any other) claims and reporting as needed
- Preparing staff contracts, dealing with staff holiday and sickness allocations and HR reporting/updating and consulting on HR handbook
- Preparing VAT returns
- Providing appropriate support to the auditors to minimise the cost the annual audit
- Providing all appropriate financial advice to the Director and other staff of the museum.
- To monitor all costs and work to identify potential cost efficiencies, including best procurement opportunities.
- Prepare to bring external processes back in house to be delivered by this post holder including wages, monthly management accounts, VAT returns and assisting with the annual audit.
- To perform any other ad hoc tasks appropriate to the role

## **Person Specification**

- Qualified /certified accountant with significant experience in managing finance in either charities or businesses (ACCA/ACA/CPA or similar)
- Excellent financial literacy skills and knowledge of VAT
- Significant experience of using accounting packages such as Sage or Quickbooks and Excel
- Excellent IT skills –accounting packages, use of Social Media, MS Word including Word, Excel and PPT
- Excellent communication skills to communicate effectively internally and externally
- Staff management and HR knowledge and implementation experience in the workplace
- Ability to work in a flexible way and quickly to meet deadlines as needed
- Ability to work well independently and in a diverse team spread across 2 sites
- An individual who demonstrates and embraces our core organisational values:  
**People**, by being open, inclusive and community minded.  
**Exploring**, by being adventurous and taking pleasure in learning and sharing knowledge.  
**Curiosity**, by being naturally inquisitive about the world around them.
- A “Can do” approach and positive attitude
- Good problem solving skills
- Good sense of humour

**Deadline for Applications: 10 January 2022 at 9am**

**APPLICATION PROCESS: Applicants must complete an Application Form available from :**  
<http://www.buckscountymuseum.org/museum/get-involved/vacancies/>

**Please send completed applications to:** [director@discoverbucksmuseum.org](mailto:director@discoverbucksmuseum.org)

**ALL APPLICATIONS BY EMAIL ONLY. NO POSTAL APPLICATIONS WILL BE ACCEPTED.**