

Finance Manager – Bucks County Museum Trust

Salary: £32,000 (FT Equivalent circa £40,000 dependent on experience) + 5% pension

Reporting to: Chief Executive/Chairman

Direct Report: Finance Officer (bookkeeping role)

Start date: As soon as possible

Contract: 30 hours pw, across 4 days (negotiable)

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 PT Finance Management role.

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 or as a career progression. 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 and monthly management accounts
- 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 reports

- ONS reporting
- Aiding in 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 and analysis to the Chief Executive 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

Essential

- Qualified 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 Sage or similar accounting package
- Excellent IT skills including: Word, Excel and Powerpoint
- Excellent communication skills to communicate effectively internally and externally and present complex financial information in an understandable way, at different levels
- 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
- 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

Desirable

- Knowledge of managing restricted funds
- Line-management experience
- Knowledge of HR practices and legislation
- Knowledge & passion for the museums and heritage sector

Deadline for Applications: Friday 25th August at 5pm

APPLICATION PROCESS:

Please email CV and covering letter to: smason@discoverbucksmuseum.org

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