



JOB DESCRIPTION

Job title	Finance Officer
Responsible To	Museum Director

Key Purpose of Job

The Finance Officer will be responsible for managing the financial operations of the Museum, ensuring that financial information is accurate, timely and compliant with relevant regulations. Reporting to the Museum Director, the Finance Officer will work closely with other departments and the Trustees to support the financial planning and analysis of the Museum

Main duties & Responsibilities

- Ensure that all financial transactions are accurately recorded in the Museum's accounting system and that all documentation is complete and compliant with relevant regulations.
- Prepare monthly management accounts, including profit and loss statements, balance sheets and cash flow statements, and provide commentary on variances to budget.
- Manage the Museum's sales and purchase ledgers, including processing sales invoices and supplier bills, making supplier payments, reconciling bank statements, and resolving queries. Control, manage and reconcile weekly EPOS transactions including the counting and banking of cash and other payments not made by card. Calculate and process monthly Gift-Aid returns to HMRC. Control and process VAT in line with an annual returns policy.
- Submit payroll data to a third-party payroll contractor for processing in a timely manner. Instruct the Museum's bank to make net payroll payments in good order. Process employee expenses and liaise with external payroll contractor to ensure compliance with relevant payroll legislation. Pay HMRC and Workplace pension provider in good order.

- Prepare annual financial statements and liaise with the Museum's auditors during the annual audit process in a timeframe consistent with the Museum's requirements.
- Support the Museum Director in the preparation of the Museum's annual budget and the monitoring of actual performance against budget.
- Provide financial analysis and modelling to support decision-making across the Museum.
- Liaise with other departments to ensure that financial information is accurate and timely.
- Assist with ad hoc projects as required by the Museum Director and Trustees.
- Cover basic essential duties in the absence of other staff (e.g., telephone enquiries).
- Undertake other relevant duties as reasonably required by the Museum Director.

Essential

- Proficient in the use of Microsoft Office and QuickBooks online.
- Good communication skills and strong attention to detail and accuracy.
- Able to demonstrate the ability to deliver main duties and responsibilities as listed above.
- Ability to deal effectively with and resolve queries.
- Ability to work independently as well as part of a team.
- Experience of working in a finance related role.
- Working knowledge of VAT for charities
- Able to act as signatory for charity bank accounts

Desirable

- Experience of undertaking salary calculations and preparing payroll
- Experience of financial management within a charity.
- An interest in museums/heritage

