

DITCHLING MUSEUM OF ART+CRAFT

Office & Finance Assistant
(Part-time: 3 days per week, 18 month contract)

JOB DESCRIPTION

The Organisation

Ditchling Museum of Art + Craft is a small cultural venue in the Sussex village of Ditchling. It is an independent museum, registered as a charity. The museum reopened in summer 2013 following a major capital redevelopment project, part-funded by the Heritage Lottery Fund. The museum tells the story of the artists and craftspeople who lived and worked in the village. Ditchling Museum of Art + Craft's permanent collection includes the work of Eric Gill, Frank Brangwyn, David Jones, Ethel Mairet, Valentine KilBride, Charles Knight and Edward Johnston. The Museum receives about 15,000 onsite visitors a year.

Overall Purpose of the role

This role is essential to support the day-to-day running of the Museum, working alongside the General Manager to make sure it runs smoothly.

The post would suit someone with strong attention to detail, who is good with figures and enjoys an organised approach to their work. Key tasks will be to support financial processing and be a first point of call for enquiries to the Museum, both by telephone and email. We are looking for someone who is able to take on tasks and work independently but ask for help when needed. We are a small team who work closely together to support each other in our roles and will provide a welcoming atmosphere.

KEY TASKS & RESPONSIBILITIES

Finance

- Bookkeeping
 - Undertake data entry on Quick Books and reconcile the bank weekly
 - Weekly cash and PLU reconciliation and recording
 - Process and pay invoices and track payments
 - Monitor group visit and venue hire invoicing and payments
 - Reconcile credit cards, petty cash and PayPal monthly
 - Assist in the preparation of annual accounts
 - Filing and shredding
 - Update cash flow and data spreadsheets
 - Monitor weekly targets

HR

- Process holiday and sick leave forms
- Update payroll spreadsheets

Office Administration

- Answer the phones and act as office receptionist
- Manage stationery orders
- Help solve IT issues and monitor printer ink levels

Building

- Assist General Manager in day to day upkeep of the museum
- Undertake an audit of storage and help to implement improved storage facilities
- Assist with Front of House duties as required

This list is not exhaustive, and the post holder may be asked to assist with other tasks, where appropriate.

Person Specification:

Essential

- Experience of book-keeping and financial process, such as managing invoices and reconciliation
- Exceptional communication skills – verbally and in written English.
- Eagerness to learn about the organisation and communicate this passionately.
- Ability to work collaboratively as part of a team as well as work on own initiative.
- Excellent organisational skills and ability to work to deadlines and targets while maintaining accuracy and attention to detail.
- Excellent level of competence in Excel, Word, Outlook.
- Able to work effectively with minimal guidance and supervision.

Desirable

- Experience of using Quick Books
- Passion and interest in the visual arts

Additional Information:

Reporting to: General Manager

Hours: Part time 3 days (21 hours)

Normal office hours are 9.00-5.30.

Some evening and weekend working will be required. Flexible working can be negotiated within reasonable parameters. As this is a part time role days of work will be agreed with the successful candidate

Contract period: Fixed term contract for 18 months with potential for extension

Salary: £18,000 pro rata.

Holidays: 20 days p.a. plus 8 statutory bank holidays pro rata.

Notice period: 1 Month

Ditchling Museum of Art + Craft is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

How to apply:

Send a CV including details of current salary, and a letter of application detailing your suitability for the role paying close reference to the person specification (2 sides of A4 Max), together with the equal opportunities monitoring form to:
rebecca@ditchlingmuseumartcraft.org.uk

By 5pm on **Wednesday 26 June.**

Interviews will take place on Tuesday 2nd July at Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP

If you have any questions, please contact Rebecca Drew, General Manager, Ditchling Museum of Art + Craft at the email address above.

For information about how to get to Ditchling see our [website](#).