

JOB DESCRIPTION

Office and Finance Assistant

Responsible to: General Manager

Salary: £18,000 pro rata

Contract: 3 months fixed-term contract

Hours of work: Part time, 22.5 hours per week. Days to be agreed.

Location: Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP

Start date: 7 January 2021

End date: 31 March 2021.

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. Usually the Museum receives about 15,000 visitors a year.

Overall Job Purpose

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.

This is a key customer-facing role. You will be the first point of contact for visitors to the office and general telephone enquiries, providing them with detailed information and consistently offering a welcoming, friendly and efficient service.

You will also be responsible for the efficient management of the office. You will undertake general bookkeeping, manage invoicing, bills, suppliers and payments. You will also assist the General Manager in the maintenance of the grounds and building.

Additionally, you may be called upon to help with events or at Front of House when necessary and other duties that may be reasonably asked of you.

Principle tasks and responsibilities

Office Administration

- ➡ Answer the phones and act as office receptionist
- ➡ Manage stationery orders
- ➡ Help solve IT issues and monitor printer ink levels
- ➡ Oversee postage and ensure post account is topped up
- ➡ Help maintain office in a tidy state and organise storage solutions

Finance

- ➡ Undertake data entry on Quick Books Online
- ➡ Weekly bank, cash and sales reconciliations and recording
- ➡ Process invoices and track payments
- ➡ Pay invoices and get Staff/Director/Trustee sign off for POs
- ➡ Assist in the preparation of annual accounts
- ➡ Filing and shredding
- ➡ Monitor weekly targets

HR

- ➡ Process holiday and sick leave forms
- ➡ Update payroll spreadsheets

Building

- ➡ Assist General Manager in day to day upkeep of the museum
- ➡ Manage waste and recycling
- ➡ Undertake an audit of storage and help to implement improved storage facilities
- ➡ Assist with building and grounds maintenance as required

Retail

- ➡ Assist with Front of House duties as required
- ➡ Assist with group visits and venue hire events as required
- ➡ Process online shop orders and post
- ➡ Assist with shop deliveries and stock entry
- ➡ Assist with stock taking

General

- ➡ Attend staff meetings and Museum events as required
- ➡ Any other reasonable duties as requested by the General Manager and Director

Person Specification

Essential

- Experience of using Quickbooks Online
- Experience of book-keeping and financial process, such as managing invoices and reconciliation
- Strong communication skills – verbally and in written English.
- Eagerness to learn about the organisation and communicate this effectively.
- 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

- Interest in the visual arts and/or crafts

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.

This post is building based. As part of our COVID 19 Safe strategy you will be allocated sole use of the admin office on your working days. You will be required to follow the Museum's COVID 19 protocols.

How to apply:

Please email a CV and a letter of application detailing your suitability for the role, paying close reference to the person specification (each no more than 2 sides of A4 Max) to: rebecca@ditchlingmuseumartcraft.org.uk

Please send your download and complete the Monitoring Form and send it separately with the subject heading Monitoring Form to finance@ditchlingmuseumartcraft.org.uk

Deadline: 5pm on Friday 18 December.

Interviews will take place on Tuesday 5th January at Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP or by Zoom.

If you have any questions, please contact Rebecca Drew, General Manager, Ditchling Museum of Art + Craft at rebecca@ditchlingmuseumartcraft.org.uk.