

# DITCHLING MUSEUM OF ART+CRAFT

## **Finance Manager**

**Part time 28 hours/week. Fixed term contract to 31 March 2022**

## **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 13,000 onsite visitors in a normal a year.

### **Overall Purpose of the role**

Ditchling Museum of Art + Craft is seeking an exceptional person to fill a key position within our small team. The Finance Manager is the financial lynchpin and is responsible for ensuring high quality management of finance systems and activity. Our systems are in need of review and updating to ensure that we are able to produce the financial management reporting and projections we need. This is a busy and varied role, requiring excellent organisational skills, attention to detail and experience of Quickbooks. It is anticipated that after this period of system reorganisation the role will continue at 2-3 days/week.

### **KEY TASKS & RESPONSIBILITIES**

This list of tasks is not exhaustive and is subject to regular review.

- Deliver all day-to-day bookkeeping tasks including payment of supplier invoices, data entry, managing petty cash, credit-control and bank reconciliation with support from bookkeeper 1 day/week.
- Work with the Director, Finance and Income Generation Committee and other staff to develop financial record-keeping systems, controls, audit trails and reporting.
- Run and export financial summaries and reports from a number of external systems (including the EPOS, Stripe and online shop) in order to fully reconcile the accounts each month.
- Produce monthly management accounts and cash flow reports.

- Prepare and submit VAT returns and process payroll including pension.
- Prepare financial year-end schedules, including debtors and creditors, and ensure all accounting requirements, up to and including trial balance, are complete.
- Liaise with and assist external auditor in respect of annual financial statements and related matters.
- Prepare and submit Gift Aid claims and work with colleagues to ensure correct data gathering.
- Produce financial reporting and information requests for funders, sponsors and donors, and ensure their timely submission.
- Contribute to the preparation of annual and project budgets, and longer-term financial planning.
- Manage the organisation's banking needs, co-ordinating new account applications and updating signatories
- Cover basic essential duties in the absence of other staff (e.g. telephone enquiries).
- Any other reasonable duties as may be required by the Director.

### **Key relationships:**

#### **Internal**

This post works closely with the Director, and Retail Manager but also routinely with other budget holders. The Finance Manager attends Finance and Income Generation Committee and Board meetings as required.

The museum relies on a small team of staff, and although each role has clear responsibilities, no one works in isolation and collaborative working is essential to maintaining a culture of mutual support and a positive working environment.

In addition to staff we have an extensive team of dedicated volunteers.

#### **External**

Accountant

Banks

Suppliers and contractors as required

Auditor

## **Person Specification:**

### **Essential:**

- AAT qualified or equivalent experience
- A minimum of 3 years' experience working in a similar role.
- Experience of delivering a wide range of financial tasks to a high standard, including day-to-day bookkeeping, and producing monthly management accounts.
- Experience of payroll, VAT and Gift Aid.
- Excellent numeracy skills with the ability to analyse and present statistical information with confidence.
- Ability to work to deadlines and to prioritise and manage a diverse workload and a number of projects simultaneously and efficiently with a minimum of supervision.
- Excellent IT skills and substantial experience of using Quickbooks and Excel to a high level.
- Excellent communication skills, both written and oral, with strong attention to detail.
- Excellent interpersonal skills and a positive attitude, with the ability to work with a wide range of people in a friendly, helpful manner, including colleagues at all levels.
- Problem solving skills, with an ability to analyse issues and come up with practical solutions.
- Enthusiasm for the work of Ditchling Museum of Art + Craft.
- Willingness to work flexibly from time to time in order to meet deadlines.

### **Desirable:**

- Experience of working in the cultural and/or charitable sector as well as SMEs.
- Finance experience within a retail setting.
- Experience of updating existing financial systems and implementing new processes.

## **Additional Information:**

**Reporting to:** Director

**Hours:** Part time (28 hours)

Normal office hours are 9.00-5.30.

Flexible working can be negotiated within reasonable parameters and time off in lieu can be taken by agreement with the line manager. This role does not need to be based in the office though some attendance will be required.

**Contract period:** Fixed term contract until 31 March 2022 with potential for extension at reduced hours

**Salary:** £29,000 per annum pro rata

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

**Probationary period:** This post is subject to a probationary period of 3 months.

**Notice period:** 1 month during probationary period, two months thereafter.

*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 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: [steph@ditchlingmuseumartcraft.org.uk](mailto:steph@ditchlingmuseumartcraft.org.uk). Please save documents using your name and job role as the title.

By 5pm on **31 October 2021**.

Shortlisted candidates will be notified by 5.00pm on Tuesday 2 November.

Interviews will take place on **Thursday 4<sup>th</sup> November** at Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP. Please let us know if you require any reasonable adjustments at interview.

You can find information about getting to Ditchling on our [website](#).