



## **Kilmartin Museum Finance Officer Job Description**

### **Salary and Benefits**

The salary for this post is £21,000 per annum pro rata. The post is part time (30 hours per week). You may, on occasion, be expected to work some weekends and evenings. Holiday entitlement is 30 days per annum pro rata. Your place of work will be Kilmartin Museum, and temporary accommodation (which may be multi-site) during the development phase of our National Lottery Heritage Fund (NLHF) Redevelopment Project. You may be asked to work from home for reasons related to Covid-19. You may also be expected to attend meetings elsewhere on occasion.

### **Role**

The Finance Officer will undertake day to day finance for Kilmartin Museum Company Ltd and Kilmartin Museum Trading Company Ltd.

The post reports to the Museum Director and work is overseen by a freelance Finance Manager.

### **Main Tasks**

- supplier payments, customer invoicing, salary payments, (personnel, payroll, RTI submissions) for Kilmartin Museum Company Ltd
- Trading Company supplier payments, customer invoicing, salary payments,
- Managing financial inputting for the day to day operational requirements of Kilmartin Museum Company Ltd and Kilmartin House Trading Company Ltd
- Managing financial operations including counting takings, banking and conducting bank reconciliations

- Producing monthly management accounts for Kilmartin House Trading Company Ltd
- Managing the payroll for Kilmartin House Trading Company Ltd and Kilmartin Museum Company Ltd including HMRC RTI submissions, PAYE Tax and NI payments, and Pensions administration.
- Assisting with preparation of VAT returns and RTI returns
- Monitoring compliance with the Financial Management Protocol and remedying non-compliance issues as appropriate
- Monitoring compliance with legislative and good practice financial protocols and remedying non-compliance issues as appropriate
- Managing Gift Aid claims ensuring accurate and frequent submission of claims
- Supplying financial information to the Redevelopment Project Officer and Co-ordinator as required for grant claims to funders; liaising with the RPO to help ensure efficient and effective information for project management purposes in compliance with agreed processes
- Managing and maintaining the administration and filing systems for the finance function
- Managing the process of compiling documents for the auditors to produce Trading Company statutory accounts and liaising with the auditors when required
- Assisting with the process of compiling documents for the auditors to produce Kilmartin Museum Company Ltd statutory accounts and liaising with the auditors when required
- Assisting with the management of project budgets and the production of grant reports
- Assisting the Finance Manager with reporting to Trustees
- Assisting the Museum Director and Finance Manager as necessary.

## **Person Specification**

### **Essential Requirements**

- Demonstrable experience in a similar administrative and financial role, including administering purchase ledger, payroll and banking / bank reconciliations
- Qualifications or significant experience in bookkeeping or accounting
- Demonstrable experience of using SAGE or a similar finance system
- Proven record of excellent IT skills including Microsoft Office, use of the internet and email systems
- Excellent written communication skills, including email communications
- Excellent organisational skills
- Excellent numeracy skills
- Ability to prioritise multiple tasks and manage time effectively to meet deadlines
- Ability to establish and maintain strong working relationships with colleagues at all levels and often remotely
- Ability to deal with confidential matters discreetly and reliably
- Demonstrable evidence of an ability to pay attention to detail.

## Desirable Requirements

- Knowledge of and interest in museum and cultural sector issues
- Experience of working with senior managers and board members
- Experience of maintaining websites
- Experience of working with volunteers.