

Job Description

Job Title	Finance Manager
Organisation	Avoncroft Museum of Historic Buildings
Location	Avoncroft Museum, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR
Type	Salaried
Rates of pay	£28,500 per annum (pro rata) (FTE £ 47,500) 3 days/22.5 hrs per week (worked over 4 days)
Reports to	Director
Responsible for	I. Up-to-date and fit-for-purpose accounting and financial control systems in place II. Monthly Management Accounts and other relevant management information III. Statutory reporting in conjunction with external accountants IV. Statutory revenue streams
Work pattern and benefits	22.5 hrs ideally to be worked over 4 days. Hours per day can be negotiated flexibly, with an element of working from home possible. 25 days annual leave plus bank holidays NEST Pension Scheme

Job Purpose

- Provide professional financial control function for the Museum and Avoncroft Enterprises
- Support Director, SMT and Council of Management in planning, managing, reporting and supervising accurate financial position for the Museum and Avoncroft Enterprises to enable informed decision making.

Key tasks	
Strategy	Actively contribute to the business plan for the Museum, taking into account the Vision, Mission and Values.
Finance	Act as budget holder for areas of responsibility, controlling expenditure, monitoring income, and complying with in-house financial systems.
	Maintain up-to-date and fit-for-purpose accounting and control systems.
	Prepare monthly management accounts and other relevant management information.
	Maintain a fully reconciled balance sheet for both companies.
	Maintain records of restricted funds.
	Prepare Budgets and Forecasts in liaison with Director and Senior Managers.
	Statutory reporting (Companies House, Charity Commission, HMRT, Office for National Statistics) liaising with external accountants as appropriate.
	Improve systems to maximise income from statutory revenue streams (e.g. Gift Aid, reclaimable VAT, MGETR)
Our People	Active member of Senior Management Team as a whole.
	Liaise with Museum colleagues to establish accurate departmental budgets and effective budget control mechanisms.
	Supervise Bookkeeper.
	Expected to show commitment to continued personal/professional development.
Operations	The Museum's focus must be on excellent visitor experience and income generation. All staff are expected to be actively engaged in both planning and delivering it.
	All staff are expected to undertake their own clerical and financial administration, working collaboratively and co-operatively and fully complying with in-house systems.
	All staff are expected to answer enquiries by phone, online and face-to-face.
External Relationships	Maintain good professional relationships with auditors, contractors and other bodies/people as required.
Other	Any reasonable requests from the Museum Director.

Person Specification – Finance Manager

ESSENTIAL	ESSENTIAL	DESIRABLE
Education and qualifications	Accountancy qualification to at least AAT level 3 supported by relevant practical experience	Membership of a professional accountancy body (e.g. ACCA, ICAEW)
Experience (paid or voluntary)	- Working at a senior level within the finance section of a small to medium-sized organisation - Preparing management accounts from the ledgers and trial balance - Practical experience of using and managing an accountancy software package - Interacting with department heads, bridging the gap between finance and operations	- Working in finance within the charitable sector - Experience of Sage 50, including user set-up and year-end procedures
Skills and knowledge (these should be evidenced)	- Proficiency with Excel as a modelling tool for e.g. budgeting including error checking - Proficiency with Excel in manipulating and summarising data and report the results - Ability to evolve reporting to help management understand the business operation	- Practical knowledge of the Charities SORP - Understanding of tax/VAT as they apply to charities
Other particular requirements of the job	- Ability to work on own initiative - Ability to identify and implement functional improvement - Ability to work with, as well as supervise, a small team - Attention to detail coupled with a sense of proportion (“getting it right ... enough”)	