

Finance Manager

**Job Description and Person Specification**

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| Location:  | Based in the Workhouse Museum in Ripon, with hybrid working supported. |
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| Salary Band:  | Starting £13.50 an hour with potential for negotiations dependant on experience  |
| Hours of work:  | 20-25 hrs a week (we can be flexible!) |
| Post length:  | Permanent |
| Responsible to:Responsible for:  | DirectorNo direct reports |

**Background**

Here at Ripon Museum Trust we’re passionate about delivering our Vision to ‘use our heritage assets to inspire people to seek a fairer society’.

Our Mission is:

* To use **the unique trio of the Workhouse, Prison & Police and Courthouse Museums**, our collections and the stories they tell to **help people explore big issues** such as **fairness, equality, justice and welfare**.
* Through excellent engagement, programming and outreach together we will **inspire people to become compassionate and active citizens**, shaping society for the better.
* To work for greater participation in our heritage which will **enrich lives and improve wellbeing.**
* To **work as** **one team**, with **volunteering** integral to our organisation.
* To **make a positive impact on the** **cultural and economic capital** ofRipon and its region

We have exciting times ahead, with significant funding from two national funders. We’re about to embark on a £3.3m project, funded by The National Lottery Heritage Fund, as well as other funders and donations. This will transform our visitor experience and enable us to reach more diverse audiences.

 Ripon Museum Trust is an Arts Council England (ACE) National Portfolio Organisation, and we’re excited to play our part in delivering their ‘Let’s Create’ Vision and Strategy 2020-2030. Annual funding from ACE enables us to create high quality cultural programming for harder to reach audiences and develop our organisation to be more dynamic and sustainable in the long term.

The Finance Manager role is crucial to the resilience and sustainability of the charity as we move on to the next phase of our organisational development. You will ensure that our financial administration and management is robust and that we are fulfilling our statutory requirements.

**Job Description – Purpose/scope, duties and responsibilities**

**Purpose/scope**

The Finance Manager will oversee the financial administration and management of Ripon Museum Trust. You’ll help keep the organisation running smoothly and can shape our future operations and resilience through your strong financial acumen and initiative taking.

You will have responsibility for:

**Financial administration**

* Maintain up to date books of account on our Quickbooks accounting system including the accurate posting of transactions and the uploading of supporting evidence to the system.
* Preparation of Monthly Financial Reports including a covering narrative and briefing for the management team.
* Provide Financial Reports as required for Trustees and attend Board meetings as necessary.
* Provide Financial reports to support Grant applications
* Contribute to the development of the financial controls of the organisation
* Complete Year end routines including accruals and adjustments such as stock to enable the timely completion of the Final Accounts for submission to the Charity Commission
* Monitor and report on income and expenditure in relation to expected levels.
* Receive and process payment for all incoming invoices.
* Create and distribute outgoing invoices as required.
* Maintain accurate accounting records in line with government legislation.
* Manage and where relevant pursue debtors and creditors.
* Manage the organisations petty cash and banking.
* Submit Gift Aid claims, annual confirmation statements and similar.

**Financial management & strategy**

* Liaise with external examiners as required.
* Support staff to manage and create budgets.
* Prepare cash flow statements as requested.
* Prepare any other required financial reports to support the Board of Trustees.
* Support the Director in the creation of annual budgets
* Provide advice and support regarding accounting procedures, legislation and best practice where possible.

Note: Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, the postholder must be prepared to undertake additional tasks, duties and responsibilities at the discretion of the post’s line manager.

**Person specification**

**Essential**

* AAT level 4 in accounting or qualified by experience.
* Proficient in using Quickbooks and excel spreadsheets
* Strong knowledge of accounting principles and practices
* Minimum of three years’ experience working professionally in a finance role.
* Experience of daily financial management, record keeping and transaction processing.
* Experience of establishing financial policies, processes and procedures.
* Experience of strategic financial management including budgeting and preparation of management accounts.
* Knowledge of finance packages and software.
* Ability to work to schedules, deadlines and budgets.
* Excellent organisational skills.
* Experience of Office 365 packages.

**Desirable**

* Experience of managing the finances of capital projects

This role is based in the museum with some working from home and hybrid working supported. We are open to considering a variety of options, including hours of work, work patterns, secondments and job share for the right individual.

Ripon Museum Trust is an equal opportunity employer. We positively encourage applications from all areas of the community regardless of race, sex, disability, religion/belief, sexual orientation, age or gender identification. This is part of our commitment to equality and reflects the diversity of our population.

**Method of Application:**

Please send your CV to alexa.vernon@riponmuseums.co.uk. Deadline for applications is Sunday 17 November at midnight. If you would like to have a chat about the role please contact Alexa Vernon, Director of Museums on the email address above (Monday-Thursday).