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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: | £32,500 per annum, pro rata |
| Hours of work: | 15 hrs a week worked flexibly. |
| Post length: | Permanent |
| Responsible to:  Responsible for: | Director  No direct reports |

**Background**

Ripon Museum Trust (RMT) was established in 1982 and runs three museums in the heart of Ripon. We are a small Registered Charity and Limited Company. RMT tells the interlinked story of poverty, law, crime, punishment and justice - using a Grade II Victorian Workhouse Museum, Grade II\* Liberty Gaol and Police Station, Grade II\* Georgian Courthouse and a collection of 9000 objects to explore our themes.

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, 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.

We have exciting times ahead here at Ripon Museum Trust. 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, enable us to reach more diverse audiences and conserve the Workhouse and our extensive collection of artefacts.

We’re also 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.

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

**Purpose/scope**

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. Reporting to the Director, and working alongside the whole staff team, the Finance Manager is responsible for the timely and accurate transactional financial record keeping of the charity. The Finance Manager also supports the Treasurer and other Trustees to deliver the Charity’s financial and other regulatory reporting requirements.

You’ll help keep the organisation running smoothly and can shape our future operations and resilience through your strong financial acumen and initiative taking.

Responsibilities

* Receive and process payment for all incoming invoices.
* Create and distribute outgoing invoices as required and check and record all supplier invoices including correct approvals before payment.
* Liaising with and providing information to the Charity’s external bookeepers, independent examiner and Trustees as required.
* 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 and Trustees and attend Board as necessary.
* Detailed recording of grants, gift aid and other income to ensure complete and accurate revenue and expense recognition in the accounts.
* Assisting with grant submissions and gift aid claims and reporting to funders.
* 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
* Maintain accurate accounting records in line with government legislation.
* Manage and where relevant pursue debtors and creditors.
* Cash management including preparation of payment proposals for review and banking of cash and cheques.
* Support the Director and Trustees with the annual budget process and ad-hoc reporting as required.

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.
* Good IT skills, particularly Microsoft Office 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 understand how important work/life balance is for wellbeing and are open to considering a variety of options, including hours of work, work patterns, secondments and job shares.

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 and a covering letter detailing how your experience matches the role to alexa.vernon@riponmuseums.co.uk. Deadline for applications is Sunday 12 January 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). Interviews are scheduled to take place on Tuesday 21 January.