

<b>Salary:</b>	£26,936 - £30,784 (pro-rata)
<b>Hours:</b>	22.5 hours
<b>Contract:</b>	Permanent
<b>Work pattern:</b>	9:00 – 17:00 Monday – Wednesday or alternative by arrangement
<b>Reporting to:</b>	Museums Manager, Braintree District Museum Trust
<b>Location:</b>	Warner Textile Archive, Silks Way, Braintree, CM7 3GB

### Job Summary

To be responsible for Braintree District Museum Trust's bookkeeping, financial reporting and to work with the Museums Manager to ensure that effective financial controls and management are implemented.

### Duties

- Prepare and send all customer invoices
- Support processing of utility readings, gift aid and grant claims
- Process all customer and supplier invoices, daily taking sheets and stock records on SAGE 50 Accounts.
- Ensure expenditure is allocated to the correct budget or project within the financial system
- Record all grants, contracts and donations, keeping accurate information about the intention for which funds were given
- Process the Petty Cash, Paypal, Tills and Stripe ensuring that an accurate record of all transactions are kept and reconciled monthly
- Process monthly depreciation and stock.
- Reconcile the bank and other control accounts monthly.
- Ensure all records are filed digitally and on paper for effective retrieval.
- Prepare and submit monthly VAT returns
- Produce monthly management account reports including balances, profit and loss, creditors, debtors, funds.

### Organisational Responsibilities

- To work in accordance with the Trust's aims, objectives and values
- To work in accordance with all Trust policies and procedures
- To promote the work of the Trust as necessary and appropriate

This list of duties and responsibilities is not intended to be exhaustive. The job holder will be expected to adopt additional tasks when required; these tasks will be in keeping with the general profile of the role.

### Person Specification

Outlined below are the experience, skills, knowledge and competencies required to carry out the tasks described within the job description. Criteria marked E are essential and those marked with D are Desirable.

	<b>Experience</b>	
1	Experience of bookkeeping and financial reporting	E
2	Experience of using Sage 50 Accounts	E
3	Experience of charity bookkeeping and accounts	D
	<b>Skills</b>	
4	Ability to interpret financial information	E
5	Excellent communication and organisation skills	E
6	Ability to manage multiple demands under pressure with the appropriate focus and attention to details	E
7	Ability to apply analytical and evaluation skills to identify problems and develop effective solutions	D
	<b>Knowledge</b>	
8	Advanced Microsoft Office skills in Excel	E
9	Advanced Microsoft Office skills in Word	D
10	Understanding of charity finance including SORP	E
11	Accountancy qualification (e.g. minimum part qualified ACCA, ACA, CIMA, AAT or NVQ level 4)	E
	<b>Personal contribution</b>	
12	Motivated, adaptable, flexible, assertive and accurate	E
13	Takes responsibility for organising own work effectively and for delivering results	E
14	Committed and reliable member of team and understands impact of role on others	D