

## Hertford Museum seeks a proactive Finance Officer to join our friendly, dynamic team.



HERTFORD MUSEUM  
*Inspiring Generations*

For an informal discussion about the role, please contact Sara Taylor 01992 582686 [sara@hertfordmuseum.org.uk](mailto:sara@hertfordmuseum.org.uk)

**Job Title:** Finance Officer

**Contract:** Permanent

**Salary:** £12.64 per hour

**Hours:** 16 per week

### **Job Description:**

HR/Personnel:

- Payroll
- Maintaining absence records
- Maintaining personnel data

Accounts Payable:

- Manage petty cash
- Pay creditors on time
- Issue month end payments
- Manage credit card payments
- Process payments by bank transfer

Accounts Receivable:

- Issue invoices receivable
- Credit control
- Process payments received

Banking:

- Manage bank accounts
- Monthly bank reconciliations
- Reconcile till, card machine, cash etc

Reporting:

- Support the Curator with budgetary updates
- Quarterly financial reports for the Finance & Investment Committee
- Attend and minute quarterly meetings of the Finance & Investment Committee

**Person Specification:**

<b>Experience/Skills</b>	<b>Essential</b>	<b>Desirable</b>
Working with XERO account software		<b>D</b>
Book keeping	<b>E</b>	
Payroll	<b>E</b>	
Finance & Admin Procedures	<b>E</b>	
Handling cash/banking		<b>D</b>
Preparation of budgets and budget management	<b>E</b>	
Proficient in the use of: Microsoft Office IT hardware	<b>E</b>	<b>D</b>
<b>Other</b>		
Understanding of Charity accounts		<b>D</b>
Communication skills	<b>E</b>	
Experience of working as a member of a small team		<b>D</b>
Ability to work to tight deadlines and under pressure	<b>E</b>	
Interest in museums		<b>D</b>

**Closing Date for applications:**

Please apply in writing **demonstrating how you meet the person specification** and enclosing a copy of your CV.

**Applications should be sent to:** Sara Taylor, Hertford Museum, 18 Bull Plain, Hertford, SG14 1DT or sara@hertfordmuseum.org.uk

**Closing date for applications:** 31<sup>st</sup> December 2018

# Finance and Administration Job Description

