

Hertford Museum seeks a proactive Finance & Administration Manager 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

Job Title: Finance and Administration Manager

Responsible To: The Curator

Responsible For: All finance and operational administration of Hertford Museum (i.e. not professional/curatorial records)

Salary: Part-time 30 hours per week at £12.64 per hour

Location: Hertford Museum

Role Summary:

The post-holder will be responsible for the financial management of Hertford Museum and will support the Curator in the efficient administration of Hertford Museum.

Person Specification:

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

Closing Date for applications: 8th November at 5pm

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

Finance and Administration Job Description

