

**The Salisbury Museum  
Finance Officer (part-time)**

**Salisbury Museum is looking for a new member of staff to support the financial administration of our service.** You will join the museum at an exciting time. We have recently received a grant of £3.2 million from the National Lottery Heritage Fund to transform the museum. The ambition is for us to become a key player in the city's cultural offer, delivering major cultural and economic impact to Salisbury and the surrounding region. We will achieve this by:

- Working with the community to create compelling and accessible galleries for our internationally important collections of art, archaeology, fashion, ceramics, social history and natural history. This will rely on an extensive programme of capital works to restore and repurpose our grade I listed building.
- Embedding the museum at the heart of the community with a new visitor-centred programme of learning and engagement. We will create flexible spaces for activities, reimagine our digital offer and reach out, with our local partners, to the most deprived and excluded Wiltshire communities.
- Developing the museum's sustainability through a fresh business model supported by increased visitor numbers, revised membership offer, new commercial opportunities and reduced energy consumption. We will diversify our volunteer team, establish internships and offer new workforce development opportunities.

By transforming Salisbury Museum and enhancing the city's cultural offer, we will play an integral role in Salisbury's recovery from the Novichok poisonings and COVID-19, and contribute to a growing sense of local identity and pride.

This role is central to the successful operation of the museum. You will be responsible for not only the financial functions of the museum, but also for helping to promote our services. Excellent communication and organisational skills will be essential, and an interest in local history would be ideal.

**To apply please fill in a job application form and equal opportunities monitoring form available on our website and return to Adrian Green, Museum Director [adriangreen@salisburymuseum.org.uk](mailto:adriangreen@salisburymuseum.org.uk)**

**Deadline: 6pm, Sunday 14 August 2022  
Interviews: Week beginning 15 August 2022**

## **Museum Background**

The museum was founded in 1860 and was for many years located in St Ann's Street in the city. In 1981, following a successful public appeal, the museum transferred to its present home, The King's House, a Grade I listed building in Salisbury Cathedral Close.

There is a small but friendly staff supported by volunteers largely drawn from the 2000+ museum members. The main strength of the museum rests in its archaeological collections: these include prehistoric material from south Wiltshire, including Stonehenge; the Pitt Rivers' Wessex collection; and a fine medieval collection including finds from Old Sarum, Clarendon Palace and the city itself.

The museum is a limited liability company (no. 1826436) and a registered charity (no. 289850). It is Accredited by the Arts Council (no. 878). Its archaeological collections in particular are of national significance and they received Department for Culture, Media and Sport Designated status in 1998.

The museum's mission is to tell the stories of Salisbury and the surrounding area - a unique landscape – and the people who have shaped it, and who continue to shape it today. We use our expertise, creativity and passion to bring these stories to life through the breadth of our collections, exhibitions and events. The museum acts as a catalyst to enabling people to learn about history – and their own history – on many different levels.

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<b>Job Title:</b>	Finance Officer
<b>Reporting to:</b>	Chief Operating Officer
<b>Working with:</b>	Volunteers, Placements, Learning and Outreach Officer, Volunteer Coordinator, Wessex Collections Manager, Wessex Community Curator, Project Curator, Project Administrator, Project Learning Officer, Chief Operating Officer, Museum Director, Membership Officer, Finds Liaison Officer, Reception Staff.
<b>Working days/hours:</b>	24.5 hours per week – days and hours to be determined. Occasional weekend and evening working
<b>Salary:</b>	c. £26,000 per annum (pro rata).

**MAIN OBJECTIVE**

To maintain the financial functions of the museum.

**JOB DESCRIPTION**

To provide all aspects of financial support for the museum.

**Duties**

You will be responsible for all aspects of the museum's accounts including:

1. Reconciling and banking weekly takings; identifying and resolving discrepancies and ensuring there is sufficient change for the shop.
2. Raising sales invoices and maintaining credit control as appropriate.
3. Processing purchase invoices and ensuring they are paid to terms.
4. Monthly reconciliations of petty cash, nominal accounts, bank accounts and restricted & designated funds.
5. Processing monthly payroll including PAYE, pension and NI payments, Auto Enrolment, RTI and annual HMRC payroll returns.

6. Supporting the museum's HR functions – including monitoring staff leave and sickness, carrying out DBS checks, new staff inductions, and helping with general HR enquiries.
7. Preparation of monthly management accounts, the Shop Trading Account and other financial reporting as may be required.
8. Monitoring the cash flow of the museum.
9. Preparing and submitting monthly Gift Aid returns, including processing Gift Aid on the Subscriber membership database.
10. Quarterly VAT returns, applying the partial exemption method.
11. Monitoring the museum's utilities and service providers.
12. Liaison with the Membership Secretary in processing membership payments, Gift Aid and donations.
13. Liaison with auditors over annual accounts, and third parties, such as the bank and HMRC, as required.
14. Liaison with the Honorary Treasurer.
15. Monitor expenditure, placing orders where necessary and implementing costs savings where appropriate.
16. Assist generally with the public service of the museum, including answering enquiries from members of the public.
17. Demonstrate the highest integrity and confidentiality in the pursuance of these duties.
18. Travel in Dorset and Wiltshire (and to other areas of the UK) in pursuance of the responsibilities of the post in an agreed timely manner, including lone-working and the carrying of materials in a vehicle.
19. To comply with all decisions, policies and standing orders of the museum and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
20. To assist generally with the public service of the museum, including answering enquiries from members of the public.

21. To participate in training and development as may be required from time to time commensurate with the level of the post.
22. To undertake other such analogous duties as may be allocated by the Director or his representative.

N.B. We use SAGE 50 CLOUD for our accounts, Iris PAYE-Master for our payroll, and Subscriber CRM for our membership database.

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**Person Specification**

**SKILLS AND ABILITIES**

**Essential**

Excellent written and verbal communication skills.  
Excellent IT skills.  
Excellent numeracy skills  
An ability to work independently and with colleagues.  
Evidence of a flexible approach to work.  
Excellent organisational skills, ability to multi-task and meet tight timescales.

**KNOWLEDGE**

**Essential**

An understanding of SAGE or equivalent software  
A knowledge of VAT and Payroll processing  
A knowledge of Microsoft Office applications (Outlook, Word, Excel, Access and PowerPoint).  
An understanding and commitment to Equal Opportunities

**Desirable**

A knowledge of Subscriber or similar membership/database software  
A knowledge of Gift Aid  
A knowledge of BACs software  
An interest in the history and archaeology of Salisbury and south Wiltshire

**EXPERIENCE**

**Essential**

Experience of working as a Finance Officer or similar position in a busy office environment

**Desirable**

Experience of working in the voluntary, charitable or heritage sector

## **QUALIFICATIONS**

### **Essential**

At least five GCSE's

### **Desirable**

At least two A level's (or equivalent)  
SAGE Accounts and Payroll qualification  
Bookkeeping qualification (for example, Level II Certificate in  
Computerised Bookkeeping from ICB)

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**Conditions of Service**

- |    |                   |   |
|----|-------------------|---|
| 1  | Salary            | c.£26,000 (pro rata) per annum  |
| 2  | Commencement      | As soon as practicable  |
| 3  | Hours             | 24.5 hours per week, exact hours to be confirmed once appointed. Some weekend and evening work will be required.  |
| 4  | Leave             | 21 days (pro rata) rising to 25 days after five years' employment in addition to Bank and Public Holidays. The leave year runs from January to December.                    |
| 5. | Pension           | You will be automatically enrolled in the NEST pension scheme.  |
| 6  | Probation         | There will be an initial probationary period of three months during which time the successful candidate and the museum will establish their suitability to each other.      |
| 7  | Termination       | The appointment may be terminated by either side upon two month's notice.   |
| 8  | Mileage allowance | Authorised car journeys will be reimbursed at the appropriate rate paid by the Wiltshire Council.   |
| 9  | Sick pay          | Normal pay will be paid up to 4 weeks in any period of 12 months provided medical certificates are provided where appropriate and Statutory Sick Pay provisions will apply. |
| 10 | Medical fitness   | Appointment is subject to satisfactory medical fitness. A confidential questionnaire on medical history will be required before appointment is finally confirmed.           |
| 11 | Qualifications    | Evidence of qualifications (if necessary) will be required of the successful candidate.   |

**DATE DRAWN UP: 26/07/2022**