

Job Title	Finance Officer
Location	Burton at Bideford, Kingsley Road, Bideford
Responsible to	Director
Hours	21 hours a week
Salary	£26,000 pro rata (after 01.04.2024)
Benefits	20 days plus 8 bank holidays pro rata 5%+5% pension (after 3 months)
Start date	From 13 May 2024
Deadline for applications	19 April 2024
Interviews	Week beginning 29 April 2024

The Role

Reporting to the Director, the Finance Officer is responsible for the efficient and effective delivery of management accounts, payroll, accounts payable/receivable and HR administration to help ensure the smooth running of the Burton at Bideford Art Gallery & Museum. You will be a member of the Finance sub-committee which, in collaboration with our independent examiners, ensures that the charity remains compliant with all statutory financial and other regulations.

We are looking for someone with significant finance experience and who is ready to take on day to day activities from day one. As part of the small team at the Burton you will also be prepared to get involved in other tasks as they arise.

Job Description

Accurate data input and analysis using Xero accounting software and other commercial systems

Supplier invoice processing including craft artist payments and shop stock purchases

Sales invoice processing including room hire, fundraising and the billing of rent and utility costs to the cafe

Management of monthly payroll, pensions and other benefits administration and forecasts/budgets of the same.

HR Administrator to include holidays, sickness, new starters etc

Posting of all journals and reconciliation of the bank and petty cash accounts

The preparation and submission of VAT returns

Administration of Gift Aid claims, donations and assistance with the preparation and monitoring of grant applications

P&L and balance sheet reporting to include budget and forecast variance analysis and the highlighting of exceptions

Working with colleagues to develop annual budget

Assist and train other members of the team to understand and take appropriate action regarding financial information

Work with the Retail Buyer to maintain accurate records of retail stock

Respond to reasonable queries from the Director as appropriate

General responsibilities

In addition to the specific responsibilities of the role above, the Burton at Bideford team are expected to:

Diversity and Inclusion: ensure that our Equality, Diversity, and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming, and enjoyable environment.

Performance Improvement: be responsible for your own performance, participate in our performance review procedures and propose better, faster, or less expensive ways to do things which help our overall mission.

Health, safety, welfare and wellbeing: be responsible for ensuring the health, safety, welfare and wellbeing of the team and yourself by following safe systems of work, and by meeting the requirements of the health, safety, welfare and wellbeing policy.

Compliance and Integrity: be compliant with the law and the Burton’s policies especially with regards to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at Burton Art Gallery & Museum requires everyone to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time.

Person Specification

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none">• Significant day to day experience in both a transaction processing and a management accounting role• Competent in the use of modern cloud based accounting software• Excellent organisational and planning skills• Strong written and verbal communication skills• Computer literate with good knowledge of Excel and Word• Excellent attention to detail	<ul style="list-style-type: none">• An appreciation of the arts, culture and local history• Experience of using Xero accounting software
Disposition	<ul style="list-style-type: none">• Team player – respectful, inclusive and supportive with a can-do attitude• Well-organised, calm under pressure and able to work to deadlines• Confident and enthusiastic in building collaborative working relationships	
Education	<ul style="list-style-type: none">• GCSE Maths and English	<ul style="list-style-type: none">• A recognised accounting qualification

The Burton at Bideford is an equal opportunities and Disability Confident Employer. We understand the benefits of diversity so that everyone – irrespective of individual identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming, and enjoyable environment.