



JOB DESCRIPTION – FINANCE AND ADMINISTRATION MANAGER

Job Title: Finance and Administration Manager

PART TIME POST: 30 hours per week

Salary: £37,000 full time equivalent (pro rata for part time)

Location: Florence Nightingale Museum SE1 7EW

You will be responsible for all day-to-day financial processes and analysis to support business operations and development. But this is a role where no two days are the same and might mean you find yourself duty-managing an event or proofreading gallery texts. You will need to have strong business acumen, experience of Sage and be able to work accurately and independently. Flexibility and a sense of humour are also useful!

JOB PURPOSE

Working closely with the General Manager and other members of the museum management team you will provide accurate and timely financial information including monthly management reports. You will also lead on the maintenance and development of robust financial procedures, controls, and systems, ensuring compliance and diligent resource management appropriate to a small independent charity with limited resources, and work closely with our independent examiners to lead on the production of the museum's annual accounts for independent review.

As part of this role, you will ensure the charity is fully compliant as well as undertaking general administration tasks to support the work of the charity.

MAIN DUTIES

- Prepare and process all income and expenditure invoices and action payments.
- Maintain and monitor debtors list.
- Lead the operation of payroll, liaising with the contracted payroll provider to run monthly payroll, and act as the point of contact for the museum's pension provider.
- Assist the General Manager with preparation of the Museums Annual Budget for presentation to the Trustees and contribute to the Museum's medium term business planning and development.

- Provide monthly management accounts to trustees, liaising with the General Manager and Treasurer regarding the provision of detailed and accurate information to facilitate business monitoring and growth.
- Prepare the draft statutory annual accounts with associated notes ready for independent examination.
- Ensuring the Trust is compliant with the Charity Commission and relevant organisations and updating and improving as required.
- Taking of meeting minutes as required.
- Attend board meetings when requested by the General Manager.
- Any other duties as required.

PERSON SPECIFICATION

Essential Experience:

Experience of maintaining financial systems and records using accountancy software (preferably Sage), and excellent all round Microsoft Office skills.

Experience of presenting accurate and varied financial information to colleagues including monthly performance against targets, sales information, expenditure, P&L and trends analysis.

Experience of creating, developing, and upholding financial procedures.

Desired Experience:

Understanding of the charity sector and experience of charity accounting and reporting.

Experience of grant aid and/or sponsorship.

Knowledge of VAT and Gift Aid would be preferable.

Additional Information:

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

This post will be based on-site at the Florence Nightingale Museum and days worked are negotiable.

To apply, please send your CV and Cover Letter explaining how you meet the criteria to:

katie@florence-nightingale.co.uk by 11.59pm on Friday 3rd November 2023.