

The Holburne Museum

Housed in a landmark building, the Holburne Museum is one of the UK's most respected regional art museums. Established as Bath's first public art gallery in 1882, with a unique collection of over 9,000 works of fine and applied art, we seek to bring the best art of all periods to Bath through quality exhibitions and an extensive outreach programme delivered by a small, ambitious team. In 2019 we agreed a new vision to make the Holburne a place that uses art and the Museum's setting to create an open, welcoming, inspiring and empowering space for everyone. At the heart of this vision is the powerful relationship of art, creativity and social and personal wellbeing, encapsulated by our mission of *Changing Lives Through Art*. We seek to deliver our mission with ambition and innovation, ensuring that we always do so in ways that are inclusive, of the highest quality, relevant and sustainable.

In the absence of any core public subsidy, the Holburne Museum is entirely dependent on earned and fundraised income normally on a ratio of approximately 55% earned, 45% raised.

The larger part of the earned income is visitor-related, being from ticket sales (and associated donations and Gift Aid), venue hire and secondary spend in the shop and café.

The Holburne's fundraised income of approximately £500,000 a year comes from a mix of corporate partnerships, including Bath's two universities, grants from charitable trusts and foundations, and from a family of supporters at different levels.

Over the last few years, the Holburne has experienced a period of rapid change. In 2020 we more than doubled our previous record number of visitors and admission-related income. Emerging from the coronavirus emergency with significant support from Arts Council England and the National Lottery Heritage Fund, we now wish to consolidate this progress so that the Museum can approach its second century with confidence, energy and imagination.

This is an exciting opportunity to join a major cultural organisation already embarked on a successful journey of change and modernisation.

JOB DESCRIPTION

Job Title: **Finance Assistant**
Reports to: **Finance Manager**
Hours: **18 hours per week [0.48FTE]**
Salary: **£24,000 FTE**

MAIN RESPONSIBILITIES/DUTIES

Book-keeping for both organisations: The Holburne Museum Trust Company (a registered charity) and Holburne Trading Company.

Raise all sales invoices and carry out sales control as required.

Ensure all purchases and sales invoices are authorised, coded and entered onto finance system.

Prepare and set up BACS payment runs.

Ensure all supplier and customer statements are reconciled on a regular basis.

Bank postings and monthly reconciliations (2 main current bank accounts and 2 deposit accounts).

Posting of Nominal Ledger journals.

Assist the Finance Manager with the preparation of the year end accounts for audit.

Reconciliation and posting of Petty Cash, company card expenditure and staff expenses.

Export sales data from third parties and post to Sage.

VAT run and initial check of draft quarterly VAT returns for both entities.

Prepare and enter data for weekly KPI reports.

Prepare reports as required for colleagues.

Archive financial records.

EXPERIENCE AND SKILLS

Essential (E), Desirable (D)

Previous experience in a similar role (E)

Excellent numeracy and literacy skills with attention to detail and accuracy (E)

Good working knowledge of Sage 50 Accounts (E)

Understanding and practical experience of charity accounting, reporting and regulations. (D)

Excellent communication skills (D)

Ability to manage work to strict accounting deadlines (E)

Ability to investigate and analyse financial data (E)

Ability to work on own initiative (D)

Good Microsoft Office skills, particularly Excel and Word (E)

Deadline for completed applications: **Monday 2 October**