



Job title:	Finance and Payroll Officer
Responsible to:	Head of Finance and Resources
Responsible for:	(May be responsible for Volunteers within the Finance Dept)
Salary:	£24,720 pro rata (£15,033 pa)
Hours of work:	22.5 Hours per week
Contract:	Permanent
Place of work:	The Bowes Museum

Organisational Relationships

- Reporting to the Head of Finance and Resources
- Working alongside staff, Trustees, stakeholders, volunteers and Friends of the Bowes Museum

The Role

The Finance and Payroll Officer will play a pivotal role in the Finance department supporting the Head of Finance and Resources to deliver timely, accurate and effective financial management across all areas of the Bowes Museum. This will include leading the museum's payroll system ensuring colleagues are paid in a timely and accurate manner. The role will also include inputting data into Sage including income coding, raising sales invoices and undertaking bank reconciliations,

As a member of the wider Finance Team the post holder will help ensure finances are managed responsibly and resources use effectively across the museum.

The Person

We are seeking an enthusiastic, highly organised person that is methodical, accurate and communicates well with wider team members who do not have financial backgrounds. You will be proactive to problem solving in a dynamic office environment and a strong advocate in demonstrating the museum's values and behaviours.

Inclusion and Diversity

We believe that diversity and equality within our workforce, programmes and approaches is crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. We, therefore, particularly welcome applications from candidates under-

represented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.

Role Purpose

To work as a part of a team delivering an accurate and effective financial operation for the museum and Enterprises, to deliver the museum's payroll in a timely and accurate manner.

Specific Responsibilities and Duties

- To lead and operate a timely and accurate payroll process for the museum
- To prepare bank reconciliations for all accounts
- Ensure all work is undertaken in a manner that complies with all legal and audit processes.
- Ensure all working is in line with Accounting Standards of Related Practice
- Develop the confidence and capability of the Finance Team to deliver financial support for the museum, customer service to external parties and systems confidence where required. In particular to support the Finance Assistant and to and provide additional support in the event of holidays / sickness and absence in that area.
- To undertake the coding of daily income figures in a timely manner
- Along with the Head of Finance and Resources, help ensure new members of the Senior and Extended Management teams receive a comprehensive induction into financial processes and systems within the museum.
- Support the Head of Finance and Resources in effectively resourcing the museum
- Draw up and deliver financial information / reports as requested by the Trustees, Directors and Extended Management team.

General Responsibilities and Duties

- To work in a manner that complies with all the museum's policies and procedures
- To undertake training as and when necessary to ensure that you are able to carry out any duties necessary to the best of your ability.
- Contribute effectively to the success and culture of The Bowes Museum.
- Develop reports for the Extended and Senior Leadership Team as requested.
- Make best use of technology across our activities.
- Support effective communications and promotion of The Bowes Museum and our activities.
- Ensure we are adhering to and compliant with our policies, processes and statutory obligations.
- Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
- Ensure that the Health and Safety policy, organisation arrangements and procedures under your control are understood, implemented, and monitored.
- Demonstrate, advocate and lead the museum's values and behaviours in all we do.
- To actively work within the museum's environmental policy and always seek our ways we can operate in a more environmentally friendly manner.
- Help deal with supplier / customer related issues and matters in person and try to resolve the issue escalating to appropriate staff when necessary.

- To proactively foster a positive, flexible and inclusive environment for existing and future staff and volunteers.
- To be willing and able to undertake any other duties as requested which are deemed commensurate with the post.

Person Specification for Finance and Payroll Officer

Knowledge, Skills and Qualifications	Essential	Desirable
Previous experience in a finance role	✓	
Experience using Sage systems		✓
Experience of payroll processing		✓
Demonstrate a flexible approach to the job to ensure that duties are performed and the demands of the business are met	✓	
Self-motivated with the ability to work independently and as part of a team	✓	
Developed communication skills both verbally and in writing	✓	
Has the ability to work effectively under pressure and to tight deadlines	✓	
Strong administrative skills with a methodical and organised approach and a demonstrated ability to maintain and exercise strict confidentiality	✓	
Pro-active, well-organised and confident individual	✓	
Strong IT Skills, Microsoft Word, Excel, Outlook, Power Point	✓	