

## **Finance Officer & Administrator**

### **Job Description and Person Specification**

**Dr Johnson's House Trust is seeking to appoint a Finance Officer & Administrator to join its resourceful team in order to support the Trust's charitable aims and the operational running of this literary historic house museum in central London. The post is part-time, two days a week (0.4 FTE).**

**Please note that the Finance Office & Administrator must have the right to work in the UK.**

#### **Main Purpose**

To provide book-keeping and data entry, finance and administration services to Dr Johnson's House Trust, a small charity responsible for operating a literary historic house museum in Central London. The team is small, and this role encompasses a wide range of duties as a result, including acting as Company Secretary for filing annual reports and accounts with The Charity Commission.

**Reporting to:** The Honorary Treasurer as your line manager, but reporting to and liaising with the Director day-to-day.

**Responsible for:** No staff or volunteer members

#### **Job Description:**

##### **Financial**

- Responsible for producing and maintaining appropriate book-keeping and data entry on all sources of revenue, income generation activities and expenditure of the charity.
- Maintain prime cash book, using excel spreadsheets.
- Carry out monthly bank reconciliations in timely fashion.
- Provide financial information to the Director when requested for purposes of fundraising, grant applications and approaches to potential donors.
- Produce monthly reports and quarterly management accounts.
- Arrange payments for goods and services.
- In conjunction with the Director, raise invoices for tour groups, lettings etc.
- Bank any cash or cheques received.
- Provide payroll bureau with details of any changes in employees and hours worked by casual staff.

- Check payslips provided by payroll bureau and make monthly salary payments, including monthly payments to HMRC, check payroll and pension contributions at year end.
- Draft the annual budget in conjunction with the Treasurer and the Director, for approval by the Finance Committee and the Board.
- Draft the annual statutory accounts in conjunction with the Hon. Treasurer and arrange for independent examination, liaising with the Independent Examiner over any matters arising.
- Manage grant receipts. Submit the relevant reports to funders to ensure timely receipt of grant payments and appropriately detailed reports on spending.
- Ensure accurate accounting for restricted and unrestricted funds.
- Liaise with bank account manager, updating mandate when required.
- Liaise with the investment portfolio management team and circulate relevant information and reports to the Board on investment performance.

### **Administrative**

- Responsible for arranging suitable service contracts, including fire and security alarms, insurance and utilities. This includes the monitoring of the contracts and scheduling regular maintenance inspections and providing regular readings to monitor utilities charges and obtain best value.
- With the Director's guidance, arrange suitable insurance for the House / Cottage / Collections.
- Responsible for stocking office and museum facility supplies (in conjunction with the Director where appropriate).
- Act as Secretary to Finance Committee and full Board meetings, arranging time and venue of meetings, in consultation with the relevant Chairs. Produce draft agenda for meetings, issue papers to attendees and produce minutes. Keep record of Trustees and Governors.
- Provide an administrative service to support the operational activities of the museum, including making group bookings, dealing with non-curatorial enquiries, and assisting with mass mail-outs as required.
- Lead on maintaining the organisation's strategic risk register in conjunction with the Director.
- Carry out regular reviews of systems, procedures and financial controls to ensure they are fit for purpose.
- Complete statutory reporting to Companies House, the Charity Commission and HMRC, updating Trustee personnel changes as necessary.
- Additional duties as may reasonably be required from time to time.

### **Person Specification:**

- At least three years' experience in a post with similar responsibilities, ideally in the charity sector.
- A (part-)qualified accountant **or** equivalent knowledge gained through relevant experience.
- Excellent numeracy and computer literacy skills, including knowledge of Microsoft Office (particularly Excel). Familiarity with accounting software desirable but not essential.
- Good organisational and interpersonal skills, with ability to work independently.
- Ability to write clear and concise board reports and minutes and strong verbal communications skills.
- An excellent eye for detail, accuracy and consistency.
- Autonomy and ability to work effectively under own initiative. There are no other financial or administrative staff, so a willingness and capacity to conduct all elements of the role is essential.

**Working Hours:** This post is for 2 days a week (0.4 FTE), with some flexibility possible. There may be some scope to work from home on occasions.

**Salary:** £40,000 pro rata FTE

### **To Apply:**

Please **submit a C.V. AND a covering letter** which states your suitability and interest in this job specifically. Send to: **recruitment.djh@gmail.com**

**Closing date for applications:** 7 May 2023

**Interviews** will be held during the week commencing 16 May 2023.

### **Our commitment as an employer:**

Dr Johnson's House is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our sector, and for each employee to feel respected and able to give their best. **Please note that the Finance Office & Administrator must have the right to work in the UK.**