

Job Vacancy

FINANCE OFFICER (P/T)

Contract: Permanent part-time, flexible, 5 hours per week / 21.5 hours per month

Reporting to: Director and Board of Trustees

Location: The Stained Glass Museum is based in the South Triforium Ely Cathedral, Ely, CB7 4DL, but **we welcome applications for hybrid and remote working.**

Pay: Pro rata salary of £26,000-£28,000 (£3,458-£3,900 per annum pro rata), £13.30-£15.00/hour. Dependent on experience.

Background to this role

The Stained Glass Museum is a vibrant and unique independent accredited museum and registered charity (no. 1169842). The museum operates a permanent public exhibition in a gallery on an upper level of Ely Cathedral which is visited by around 25,000 people per year. It also organises a programme of events, workshops and activities for all ages which further its mission to **share with everyone the cultural and artistic importance of stained glass.**

The Finance Officer is responsible for maintaining The Stained Glass Museum's financial accounts. This role requires strong management skills and a solid understanding of financial administration, especially within the charity sector.

You will work closely with a small team of museum staff and volunteers, including the Trustee Treasurer. Your line manager will be the Director and you will produce financial reports periodically to the Board of Trustees.

About the museum's finances: The museum has an annual turnover of around £300,000 per year. As well as transactions related to running the museum as a visitor attraction, the museum manages restricted funds for grant-funded projects and activities as well as managing ringfenced internal funds. The museum's financial year runs 1 November – 31 October and end-of-year accounts are independently examined prior to being signed off and submitted to the Charity Commission. The museum has three bank accounts with two different banks and uses QuickBooks online accounting software. The museum is not currently VAT registered but may consider this in future.

This is a part-time post with flexible working hours (averaging 5 hours per week / 21.5 hours per month) and is suitable for remote or hybrid working.

How to Apply

To apply, please send a C.V. with contacts for two referees and a written cover letter telling us why you are suitable for this role to Director Jasmine Allen curator@stainedglassmuseum.com

Closing date: Monday 5 May 2025, 5pm

Interviews will likely take place 19-21 May 2025

The successful candidate should be available to start from July 2025.

FINANCE OFFICER (P/T)

JOB PARTICULARS

JOB TITLE: FINANCE OFFICER

LOCATION:	The Stained Glass Museum, South Triforium, Ely Cathedral, Ely (with potential for hybrid and remote working)
RESPONSIBLE TO:	Director and Curator
KEY RELATIONSHIPS/ LIAISON WITH	<i>Internal:</i> Trustee Treasurer and Board of Trustees, Director and Curator, Shop & Visitor Service Manager, Deputy Curator, Learning Officer <i>External:</i> Independent Examiners, Accountants, Banks, Insurers
HOURS:	21.5 hours per month (averaging 5 hours per week)
SALARY:	£3,458-£3,900 per annum (depending on experience) (A pro rata salary of £26,000-28,000, or hourly rate of £13.30-£15/hour).
CONTRACT:	Permanent
HEALTH CONSIDERATIONS:	<ul style="list-style-type: none"> • Habitual user of Visual Display Units (VDU) • Flexible working • Access. Stained Glass Museum is located on a first-floor level, access is by a flight of steps (but remote working is an option).

PURPOSE

To ensure that our finances are well-managed in accordance with our policies and procedures, relevant legislation and good practice.

MAIN RESPONSIBILITIES

The Finance Officer is responsible for the day-to-day operation of finances and maintaining all relevant financial records, including, but not exclusively:

- **Manage Finances:** Maintain accurate financial records, using QuickBooks online accounting software, and ensure compliance with financial regulations
- **Prepare financial reports:** Create quarterly and annual management accounts, including analysis to enable the Board of Trustees and the Director to make strategic financial decisions and track financial status. Also a monthly summary with the Director.
- **Proactive cost control:** Reviewing actual and forecast results against budget, obtaining and recording variance explanations from budget holders, identifying material financial issues and mitigating actions.
- **Review financial statements:** Review and reconcile bank statements, credit card statements



- **Process payments:** Pay suppliers and utilities invoices, staff and trustee expenses - setting up online payments for dual authorisation by bank signatories
- **HMRC and Gift Aid:** Handling Gift Aid claims for admissions, Friends subscriptions and charitable donations as well as other HMRC tax relief claims
- **Restricted fund transactions, legacies and grants:** maintaining reconciliations for legacy and grant transactions ensuring that the correct income recognition treatment is applied and supporting documentation is collected
- **Support payroll:** Actioning monthly payroll submissions for all staff
- **Budgeting:** Setting budgets and monitoring income and expenditure against budgets in conjunction with the Director
- **Charity accounts:** Preparing accounts for independent examination and helping the examiner with audit.
- **Financial compliance:** Ensuring accurate financial records are maintained and kept according to legal requirements and comply with regulations

Other responsibilities

- Supporting the Director with financial planning and budgeting.
- Supporting the Director on fundraising scheduling, donor and legacies management and highlighting funding opportunities.
- Preparing other relevant financial information as required for the Trustees, Director or Stakeholders, e.g. contributing financial information to the preparation of grant applications
- Communication and Liaison - Responding to financial queries from suppliers
- Supporting other museum staff who act as budget holders to understand their responsibilities in budget management and keep on track throughout the year.
- Staying abreast of any relevant changes in financial regulations and charity financial reporting.
- Advise the Board on good practice in financial management.
- Maintain the fixed asset register, ensuring the correct information is on the museum's accounting system
- Positively promoting The Stained Glass Museum to stakeholders



We are looking for a candidate who brings with them:

EXPERIENCE AND KNOWLEDGE

Skillset, knowledge and experience

Essential

- At least 2 years' experience of working in a financial role
- Understanding of management accounting principles and techniques
- Experience and knowledge of accounting software (preferably Quickbooks)
- Extensive experience of day-to-day financial management, including processing monthly payroll
- Experience of financial reporting, preparing management accounts and budgets.
- Experience of developing and implementing policies and procedures
- Knowledge of financial regulations and good practice
- Effective oral and written communication skills; ability to explain financial information clearly and accurately to non-financial people at all levels.
- Advanced Excel, including preparing financial models

Desirable

- A recognised financial qualification (AAT, ACCA, ACA or CIMA) Qualified or Finalist
- Experience and knowledge of charity accounts - understanding of restricted and unrestricted funds
- Experience of investments
- Knowledge of HMRC payroll submissions
- Knowledge of relevant tax accounting
- Experience of working and engaging with a range of stakeholders and audiences.

PERSONAL ATTRIBUTES

Personal Qualities, Aptitudes and Behaviours

Essential

- Highly motivated
- Excellent organisational and time management skills
- Friendly and approachable
- Personal and professional integrity
- Excellent team working and interpersonal skills
- Solution-focused; able to show a practical approach to problem solving.
- Sharp attention to detail, coupled with an ability to see the bigger picture
- Commitment to personal development

Desirable

- A flexible approach, open to change
- Persistence in the face of challenge