



STRAWBERRY HILL
House & Garden



Strawberry Hill House after restoration in October 2010

THE STRAWBERRY HILL TRUST

Management Accountant

Recruitment Pack

Background

The Strawberry Hill Trust was founded in 2002 with a mission to restore Walpole's Villa and to open it to a wider public – a responsibility we delivered on in great style when the first tours of the restored house took place in September 2010.

Since then we've welcomed over 90,000 people to Strawberry Hill. Overwhelmingly they tell us that they're having a great time here, with 97% rating their visit as 'excellent' or 'good' and three-quarters saying that they're very likely to recommend a visit to their friends and family. You can find further information on Strawberry Hill House and the Strawberry Hill Trust online at www.strawberryhillhouse.org.uk

Role Profile

P/T Fixed Term Management Accountant

Accountable to: The Director

Reporting relationships:

Relationships: Director, Board of Trustees. Team player with other staff, supporters and partners.

Location: Based at Strawberry Hill House, with potential meetings at, and liaison with, other venues.

Remuneration: 10 days per month for Finance Manager 27k pro rata

JOB SUMMARY

This is a one year funded position, reducing to 0.5 of proposed hours after funding is exhausted.

The post holder will be responsible for producing the monthly management accounts for The Strawberry Hill Trust and The Strawberry Hill House Trading Company.

Two individual accounting databases are kept on Xero for the separate companies and each company operate separate bank accounts. The Strawberry Hill Trust has restricted and unrestricted income and expenditure. The till system and web sales record transactions for both companies so there are a large number of intercompany transactions. There is a group VAT registration in place.

Skills

We are looking for someone qualified or qualified by experience.

Experience in the Charity sector is highly desirable, with a broad knowledge of VAT and Gift Aid compliance.

Needs to have a very good working knowledge of Xero Accounting software and excel.

A basic knowledge of HR and Workplace pension is advantageous.

Duties

The post holder's main role includes:

Supervise the in house book keeper who works 1 day a week.

Producing monthly management accounts

Assisting the Auditors in producing the annual accounts.

Updating and producing a cash flow and cash flow forecast on a monthly basis.

Assist the Director and staff with Budgeting and event costing.

Monitor Till transactions
Checking Payroll and posting the payroll (which is run by the Auditors)
Running of monthly Till reports to analyse departments and company.
Checking of all Supplier invoices and either authorising them or passing to the Director for authorising. (Payments are made by the Director, or voluntary accounts assistant
Ensuring HMRC Compliance for Gift Aid and VAT returns.
Ensuring that Paye/Nl payments are made on time.

Administration of Funded projects recorded on excel.
Providing financial advice to Director, Board and staff.
Enforcing financial procedures

KEY RESULT AREAS

Following guidance and induction from contracted bookkeeper work on your own initiative and part of a team in delivering the core aspects of the role, including the reporting of outcomes.

You will be well-organised, have excellent communication skills, and enjoy working in a small dedicated team, maintaining good working relationships with all property staff, volunteers, supporters, and external partners.

A sound working knowledge of, or interest in, heritage venues, and the ability to focus on the assessment of conservation tasks is essential.

Good IT skills, including experience of Word and Excel are essential.

Form, encourage and continue partnerships with allied external organisations, to develop partnership provision.

Work with property individuals and teams to ensure good relations and mutual respect of all roles within these teams is maintained at all times.
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Promotion

Be recognized as a key member of Strawberry Hill through positive promotion of the venue, its work and its ambitions.

Raise awareness and promote the work of Strawberry Hill House Trust, including positive promotion of the work of colleagues at Strawberry Hill and the other allied partner properties.

As required by the Director and Board, liaise with external organisations to form links and partnerships, including attendance of internal and external meetings as required.

Resources

As required by the Director and Board, prepare and produce reports showing financial performance, in line with financial requirements.

As required by the Director, work with the relevant staff to develop appropriate funding opportunities.

General

The post-holder shall:

Observe at all times the principles of Customer Care as defined by The Director for Strawberry Hill House Trust.

Ensure that all activities and arrangements comply with Health and Safety Regulations and Policies.

Attend meetings, conferences and staff training courses and workshops which are considered to be appropriate to the further development and training needs of the post holder.

All staff are expected to observe Health and Safety at Work Regulations as set out by the Trust in accordance with its statutory obligations.

Knowledge, Skills And Experience

We are looking for an enthusiastic individual, who is able to engage and involve people, and ensure financial procedures are followed. Awareness of the work of the Strawberry Hill House Trust and a desire to further its ambitions are required.

You will be well-organised, have excellent communication skills, and enjoy working in a small dedicated team. Good IT skills, including experience of Word and Excel and relevant financial packages are essential. Experience of working with volunteers and trainees will be an advantage.

The post-holder should be able to engage and involve colleagues and partners, and maintain good working relationships with all property staff.

The information given about the role is illustrative and does not form any part of the contract of employment. The postholder may be required to undertake other relevant duties commensurate with their skills and experience.

NSD/jobdesc/Finance

17 January 2018

Person Specification

	Essential	Desirable
<u>Education</u> ACCA or ATT qualified or has a minimum of 5 years experience in an accountancy management role	X	
<u>Experience</u> Has extensive experience of using Xero Accounting software including a knowledge of set up and configuration A sound understanding of UK financial regulations including; PCI compliance, VAT regulations and gift aid regulations Advanced user of Microsoft Excel Has a working knowledge of EPOS systems Has line management experience Worked or volunteered as part of a small team	X X X	 X X X
<u>Skills</u> Experience of training others in financial procedures and systems Excellent standard of written and spoken English Creative approach to problem solving and able to follow through Excellent interpersonal skills confident communicating with a wide range of individuals	X X X X	
<u>Personal Qualities</u> Organised with excellent attention to detail Self-motivated with an ability to work under pressure Team Player Supportive and approachable	X X X X	

HOW TO APPLY AND TIMETABLE

CV and Personal Statement

All applications should be sent electronically and consist of a CV and a supporting statement, outlining the suitability of the role as outlined by the person specification

The CV should include:

- Your contact details (address, work, home and mobile phone numbers as appropriate) Please indicate which number to contact you on if you are shortlisted for interview.
- Career history
- Your experience
- Your qualifications
- The names and contact details of two referees. As least one of whom should be you current or most recent employer. Please let us know whether we can take up references prior to interview
- Do not include information about gender, age or ethnicity

The personal statement should set out how you meet the person specification. Please be clear and comprehensive in your supporting statement as this will be a key shortlisting document

Sending us Your Application

Please send your CV, personal statement and Recruitment Monitoring Form by email to nick.dolan@strawberryhillhouse.org.uk

If you need to contact him by phone about your application please do telephone on 020 8744 1241 and ask to speak to Nick Dolan

Recruitment Procedure

Formal interviews and tours of Strawberry Hill for selected candidates will be conducted week commencing 29th January 2019.

If appointed you will need to produce documentary evidence for key qualifications and to meet the requirements of current immigration legislation.

Timetable

Please note these dates for your diary.

Closing date: 24th January 2018 at 5pm

Shortlisting: 25th January 2018

Interview: Week commencing 29th January

We hope that candidates would be able to take up their appointment from March 2018