



**STRAWBERRY HILL**  
House & Garden

## **THE STRAWBERRY HILL TRUST**

### **Finance Manager - Recruitment Pack**



*Strawberry Hill House after restoration in October 2010*

#### **Background**

Strawberry Hill House & Garden is a Grade 1 listed building set within a Grade II\* listed landscape, created by Horace Walpole in the 18th century. The House is world-renowned for its unique architectural style and is one of the first (and few surviving) examples of domestic Gothic architecture. Having been extensively restored in 2010, the House is generally open to the public four days a week and historically, on average, welcomes circa 25,000 visitors per year.

Strawberry Hill House was built with extraordinary creative and artistic imagination. We aim to recapture that vibrant atmosphere and enthusiastic energy as we reinvigorate the House's creative spirit.

As an Accredited Museum, we are stewards of the House and garden together with a collection of paintings, miniatures, prints, books, works of decorative art and furniture. The House runs an extensive community outreach and learning programme, alongside which the income-generating activities of visitors, catering, retail, hires, exhibitions and events take place.

Following the uncertainties and challenges encountered due to the Covid-19 pandemic, the priority for the organisation is to focus on the delivery of its business plan based on robust financial planning.



**STRAWBERRY HILL**  
House & Garden

## **JOB DESCRIPTION**

**Job Title:** Finance Manager

**Reports to:** Director of Strawberry Hill House & Garden

**Manages:** Volunteer book-keeper

**Contractual terms:** Permanent (Part-time, equivalent of 3 days per week) £36,000 - £45,000 p.a. pro rata based on experience.

### **Job Summary**

Responsible for all financial matters of the Trust, working with the Director, nominated Trustees and Auditors to ensure accurate budgeting, financial monitoring, reporting and compliance throughout the organisation.

### **Key Responsibilities**

#### **Financial Management**

- Prepare and manage month end journals: accruals, prepayments, fixed assets, intercompany transactions etc.
- Prepare monthly consolidated management accounts.
- Prepare and monitor consolidated Cash flow forecasts.
- Bank accounts reconciliation.
- Balance sheet accounts reconciliation.
- Review and submission of quarterly VAT returns.
- Calculation and claim gift aid on donations.
- Ensure compliance with other regulatory requirements and internal financial policies and procedures are followed throughout the organisation.
- Liaise with external agencies such as: HMRC, banks, auditors etc.
- Prepare budgets, forecasts, and analysis of the organisation's performance.
- Prepare yearend accounts and liaise with auditors for a smooth year end audit.
- Develop a strong understanding of the business model of Strawberry Hill Trust.

#### **Trading**

- Oversight and support of trading activities to include retail, events/hires and catering contract

#### **Fundraising**

- Support the Director and provide accurate information for funding bids and approaches for donations/sponsorship and provide reports as required.

#### **Other**

- Occasionally assist in the delivery of public events when required
- Any other duty as reasonably required by the Strawberry Hill Trust



**STRAWBERRY HILL**  
House & Garden

**The Individual:**

The Finance Manager will be AAT qualified, ACCA, CIMA or ACA part qualified or qualified by experience, with previous experience in this type of role. The individual needs to demonstrate excellent communication skills and the ability to work as part of a team.

You will be expected to have several years' experience in financial & management accounting, budgeting, forecasting and financial control with strong IT skills and understanding.

**Person Specification :**

<b>Education &amp; Experience</b>	<ul style="list-style-type: none"><li>• Be AAT qualified, ACCA, CIMA or ACA part qualified or qualified by experience.</li><li>• 5+ years of overall accounting and finance experience.</li><li>• Knowledge of accounting principles and procedures.</li><li>• Experience with month end closure and yearend accounts.</li><li>• Excellent accounting software user and administration skills.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of technical accounting practices.</li><li>• Ability to interpret complex financial data.</li><li>• Ability to develop strategic budgets.</li><li>• Ability to use finance management software.</li><li>• Excellent IT skills, particularly in Excel and accounting systems.</li><li>• Knowledge of Not-for-Profit accounting standards.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work under own initiative with sound personal, administration and time management skills.</li><li>• Considerable personal enthusiasm, energy, integrity, and professionalism.</li><li>• Be flexible and open to change.</li><li>• Commitment to self and team development.</li></ul>

**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.



**STRAWBERRY HILL**  
House & Garden

- Career history
- Your experience
- Your qualifications
- Your availability
- The names and contact details of two referees. As least one of whom should be your current or most recent employer. Please let us know whether we can take up references prior to interview

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 [derek.purnell@strawberryhillhouse.org.uk](mailto:derek.purnell@strawberryhillhouse.org.uk)

### **Timetable**

**Closing date for applications:** Midday on Friday 4<sup>th</sup> June 2021

**Interviews:** Wednesday 9<sup>th</sup> June 2021

