

**Job Description**

Post:	<b>Finance Officer</b>
Salary Scale:	£14,504 which is pro rata for 21 hours per week of a full time salary of £24,174 (NJC pay scale SCP 27)
Hours:	21 hours per week (full time being 35 hours per week)
Employed by:	Victoria Baths Trust and Victoria Baths Trading Ltd
Reporting to:	Operations Manager

**Purpose:**

Responsible for the recording, monitoring and reporting, to set timescales, of the financial activities of the Victoria Baths Trust and Victoria Baths Trading Ltd. Also responsible for supporting the Trustees and trading company directors in financial planning.

**Responsibilities:**

1. Take responsibility for the finances of the Victoria Baths Trust (the Trust) and Victoria Baths Trading Ltd (VB Trading):
  - ensure accurate accounting records are kept including income and expenditure, assets and liabilities
  - issue and follow up sales invoices
  - bank Trust and VB Trading income
  - operate staff payroll (monthly and, during part of the year also weekly)
  - ensure gift aid claims are prepared in a timely manner
  - liaise with the external accountant re the preparation and examination of published accounts
  - oversee the receipt and recording of Friends membership payments
  
2. Take a lead on Financial Management
  - monitor cash flow
  - prepare and monitor budgets for Trust and VB Trading
  - prepare timely reports for the Council of Management (CoM) and Finance Committee
  - liaise with CoM re financial matters
  - prepare cash flow forecasts and reports when required
  - handle the Trust's annual insurance renewal
  
3. Grants and fundraising
  - ensure grant claims are made accurately and followed up in a timely manner
  - liaise with the Fundraising Coordinator.

4. Business planning and policy

- assist with the business planning in relation to the operation and restoration of Victoria Baths:
- assist with the development of policy with regard to finance; provide financial planning support to the Project Development Manager.

5. General

- to ensure compliance with any financial objectives set by the Council of Management and the Finance Committee
- work with, and support, volunteers involved with routine finance work and Friends membership administration
- to be a member of the Trust's Finance Committee
- any other tasks as may reasonably be required from time to time

**Work-related Conditions:**

To attend Finance committee meetings, which may be in the evenings.

To support the Equal Opportunities Policy of the Victoria Baths Trust

To identify own training needs and take part in regular performance review with the Operations Manager

**Person Specification:**

**ESSENTIAL:**

1. Financial and accounting skills: a thorough understanding and good working knowledge of QuickBooks, the ability to accurately record and monitor a variety of financial transactions, the ability to produce and monitor budgets and produce financial reports.
2. A good understanding of funding systems appropriate both to restoration projects, for example the Heritage Lottery Fund and Historic England and other funding streams.
3. Good communication and inter-personal skills, in particular the ability to deal with colleagues, volunteers and customers.
4. Good organisational skills; the ability to set up and maintain office systems, be self-servicing in administrative matters, plan work schedules and use time effectively.

**DESIRABLE:**

5. An understanding of the issues influencing the restoration of listed buildings.
6. A knowledge of Victoria Baths, its structure, history and architectural and historic significance.