

Assistant Accountant

We are a heritage attraction in Central London; welcoming over 150,000 visitors a year, along with a further 400,000 through our public events programme, digital and outreach offers. The museum's five values are openness, generosity, innovation, playfulness and curiosity and our staff show commitment to these values in their work. We offer two experiences in one: alongside a museum exploring the story of British social and communications history, visitors can ride a train on the old Post Office Underground Railway – Mail Rail. The museum and attraction showcase the extraordinary stories from five centuries of one of the country's most iconic services.

Based: Central London

Salary: £30 - £32,000. pa (£18,000 - £19,200 pro rata)

Responsible for:

No line management responsibilities

Reports to: Head of Finance and Resources (HoF&R)

Contract: Part time, 21 hr per week. Permanent

Start date: asap

Purpose of Role

This role will be responsible for the day to day management of the purchase and sales ledgers, bank accounts, reconciliation of various Balance Sheet accounts and first line credit control, for all charities and trading subsidiaries within the Postal Museum group.

Main Duties and Responsibilities

- Supervise the running of the purchase ledger, including resolution of queries, ensuring that all due payments are made on time.
- Maintenance of fixed asset records.
- Supervise the running of the sales ledger, including the resolution of queries.
- Take the lead on first line credit control matters and assist with debt recovery as necessary. Flag up any debts that require escalation to a higher level.
- Ensure all bank transactions are posted promptly and reconcile all bank accounts at least on a monthly basis.
- Manage and dispense petty cash as required, ensuring that the petty cash float is maintained.
- Assist the Management Accountant with cash flow monitoring and forecasting.
- Assist the Management Accountant with reconciling ticketing and retail income, and post income journals in the Finance system.
- Reconcile Balance sheet accounts as directed.
- Reconcile all intercompany accounts on a monthly basis.
- Ensure that all holders of company credit cards provide adequate and timely backup documentation and appropriate budget coding for all transactions on the monthly statements. Post the monthly credit card journal.
- Assist with ensuring that finance procedures are fully documented and kept up to date.

- Assist with internal audit tasks as directed.
- Assist the HoF&R with preparation for the year end audit including production of some year end schedules.
- Occasional project work.
- Carry out any other duties that are appropriate to this post as directed by the HoF&R or the Management Accountant.

The postholder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

PERSON SPECIFICATION

QUALIFICATIONS

(Essential criteria)

- AAT or part-qualified ACA, ACCA or CIMA or qualified by experience.
- Educated to degree level or equivalent.

EXPERIENCE

(Essential criteria)

- At least 2 years of working in a similar role for at least an equivalent sized organisation.
- Significant experience working with purchase and/or sales ledgers.
- Significant experience with bank account and other Balance Sheet reconciliations.
- Experience of mainstream accounting software systems.
- Experience of working with financial systems and controls.

(Desirable criteria)

- Experience of working with the charity SORP.
- Visitor attraction experience.
- Experience of working with Sage 200.
- Experience of working with VAT.

SKILLS/KNOWLEDGE

(Essential criteria)

- Theoretical and practical knowledge of accounting terms and concepts.
- Excellent bookkeeping skills.
- Proficiency using Microsoft Office including intermediate / advanced Excel skills.
- Excellent verbal and written communication.
- Proven ability to work on own initiative.
- Able to work effectively with all departments across the organisation.

(Desirable criteria)

- Supervision of a member of staff.

PERSON

- Ability to work alone or as part of a team, and enjoys relationship building.
- Strives for accuracy and precision.

- Flexible, positive attitude.
- Delivers consistently within deadlines.
- Willingness to learn new skills and apply them to the role.

WORKING HOURS

The working hours shall be 21 per week, exclusive of meal breaks. These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum's policies. Occasional lone working will be required at The Postal Museum offsite stores. Some out of hours working will be required to support events and weekend openings, and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum's policy. Variations of the hours can be made at the discretion of the line manager.

Closing date: 27 August 2019, 9am

Interview date: tbc