

# Finance Officer



The Postal Museum is one of the newest and most exciting museums in London. We opened in 2017 and have already established the museum as a must-visit destination with award-winning experiences. Alongside hands-on exhibitions exploring over 500 years of British social and communications history, visitors can experience a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail. The museum welcomes over 100,000 visitors per year and our online content reaches almost a million users a year. We deliver award-winning learning, access and outreach programmes and provide unique experiences including popular Tunnel Walks under the streets of London. The museum also operates a children’s play space – Sorted! – popular with young families and schools. Alongside all this we offer one of the most unique venues in London for corporate hire and filming.

---

**Based:** Central London

**Salary:** £16,800 (FTE £28,000)

**Hours:** Part time (21 hours per week) with the possibility of hybrid working by agreement

**Contract:** Permanent

**Probation period:** 6 months

**Reports to:** Head of Finance & Resources (HoFR)

---

## PURPOSE OF THE JOB

To work with the Assistant Accountant, operating the Purchase and Sales Ledgers, and managing day to day banking operations. To maintain complete and accurate records of financial transactions on a timely basis.

## JOB DESCRIPTION

### Key Responsibilities and Duties

#### 1) Purchase Ledger

- Recording purchase orders
- Checking all purchase invoices and expense claims and inputting on Sage 200
- Liaising as necessary with TPM staff and suppliers
- Maintaining up to date records of supplier details
- Weekly BACS payment runs
- Reconciling supplier accounts
- Timely and accurate filing of all purchase invoices and expense claims

## 2) Sales Ledger

- Raising invoices to clients as instructed in a timely manner
- First level credit control
- Notify HoFR of any credit control problems

## 3) Banking

- Timely banking of all cheques received
- Matching all DD payments to invoices and then posting on Sage

## 4) General

- Work with the Management Accountant and HoFR to ensure adherence to accounting systems and financial controls
  - Assist with preparation of year end accounts as directed by HoFR
  - Perform other duties as required by the HoFR or Management Accountant
  - Perform other administrative duties from time to time
- 

## PERSON SPECIFICATION

### QUALIFICATIONS

*(Essential criteria)*

- Part-qualified AAT or equivalent relevant experience

### EXPERIENCE

*(Essential criteria)*

- Experience working in a responsible role within an accounts department
- Experience of running a Purchase Ledger
- Experience of accounting for VAT
- Experience of a mainstream accounting software system

*(Desirable criteria)*

- Experience of Sage 200
- Charity finance experience

### SKILLS/KNOWLEDGE

*(Essential criteria)*

- Understanding of double entry bookkeeping
- Good knowledge of accounting terms and concepts
- Good Excel, Word and Outlook skills
- Forensic approach and attention to detail
- Excellent verbal communication
- Proven ability to work on own initiative
- Able to work effectively with all departments across the organisation
- Good written communication

## PERSON

(Essential criteria)

- Prefers to work as part of a team, and enjoys relationship building
  - Ability to work effectively either from home or in the office
  - Strives for accuracy and precision
  - Flexible, positive attitude
  - Delivers against deadlines
- 

## OTHER ACTIVITIES

The post-holder 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.

## WORKING HOURS

The working hours shall be 21 per week, exclusive of meal breaks. The working pattern will be agreed with the HoFR, ideally over 3 days but consideration will be given to a request for a different working pattern and with some flexibility to be agreed advance with the line manager, in line with The Postal Museum's policies. Variation of the hours can be made at the discretion of the line manager.

**TO APPLY:** Please send your completed application form and the equal opportunities form to [applications@postalmuseum.org](mailto:applications@postalmuseum.org).

**CLOSING DATE:** Friday 9 December 2022

**INTERVIEWS:** Thursday 15 December 2022