

## Job Description

<b>Job Title:</b>	Finance Officer
<b>Team:</b>	Finance
<b>Department:</b>	Support Services
<b>Reports to:</b>	Head of Finance
<b>Reporting Staff:</b>	None

### **Main Purpose:**

To ensure the timely processing and recording of the financial transactions of the Trust, including sales and purchase ledgers and bank transactions. Supporting finance administration and reporting including assisting in month end and year end duties, credit control and Gift Aid claims. To support increased digitisation of processes and the introduction of new accounting software. Ensure all documentation processed by Finance is scanned efficiently. To perform monthly bank reconciliations and other balance sheet reconciliations as required.

### **Person Specification:**

*The position requires the following skills, abilities and personal attributes:*

1. Ability to input and maintain accurate data records
2. IT literate, including good working knowledge of Excel and Word
3. Numerate, methodical, organised and attention to detail
4. Good inter-personal skills and a willingness to assist others
5. Excellent telephone manner, especially with regard to credit control
6. Great team working, with flexibility to cover other roles as necessary
7. Self-motivated and willing to take the initiative
8. Good problem-solving abilities.

*The following experience or knowledge is essential:*

1. Experience of processing a variety of financial transactions
2. Experience of computerised accounts packages, preferably Sage
3. Minimum GCSE grade 'C' or equivalent in English and Maths
4. A knowledge of and interest in the Bletchley Park story and a willingness to promote the Trust's Mission.

*The following knowledge or experience are desirable, but not essential as full training will be given:*

1. A qualification in bookkeeping or accounting
2. Experience of Sage Line 50 accounts package
3. Experience in a heritage/services sector
4. Knowledge of the Charity sector
5. Understanding of VAT

# BLETCHLEY PARK

## **Key Responsibilities:**

Working with the other members of the team to ensure the following functions are delivered as appropriate. Main duties include:

### **Purchase ledger**

1. Processing purchase invoices on the accounting system, ensuring invoices are approved and correctly coded
2. Paying purchase invoices in accordance with supplier credit terms and in accordance with our BACS process
3. Reconciling monthly supplier statements to the accounting system to identify missing invoices, requesting copies
4. Raising cheque or BACS payments for any other expenses as appropriate
5. Monitoring and processing staff credit card expenditure
6. Processing volunteer expense claims, ensuring expenses are approved and correctly allocated and paid in a prompt manner
7. Posting direct debit payments relating to the purchase ledger and ensure these are allocated against the appropriate invoices.

### **Sales ledger and credit control**

1. Raising sales invoices, as requested, for educational visits, group visits, filming, royalties, catering commission and for rent and relevant recharges to the tenants of the Bletchley Park Trust
2. Undertaking credit control duties to ensure the aged debtors are kept to a minimum
3. Producing monthly statements for clients and tenants
4. Allocating BACS receipts against the appropriate sales ledger
5. Raising and posting any refunds required.

### **Bank accounts**

1. Recording and reconciliation of daily cash takings and ensuring the prompt banking of all income received
2. Recording groups income on Excel and posting onto the accounting system, including reconciliation to banking and daily credit card receipts
3. Posting non- purchase ledger direct debits and other payments as appropriate, securing appropriate paperwork
4. Posting non- sales ledger BACS or other receipts as appropriate
5. Performing month end bank reconciliations for Bletchley Park Company, and any other accounts as requested

### **General**

1. Reconciling visitor numbers (general, groups and schools) between the various records (DM reports, EPOS system etc) ensuring an accurate record
2. Working closely with other members of the team to ensure all tasks are performed in a timely manner, and to provide cover as necessary
3. Processing and submitting regular Gift Aid claims
4. Scanning and archive all Finance paperwork in a timely and organised manner
5. Working to ensure effective and efficient processes, suggesting improvements and adopting new processes and systems as necessary
6. Producing and updating excel summaries and reconciliations as requested (e.g. balance sheet reconciliations)
7. Producing reports and undertaking photocopying, typing and filing as required
8. Undertaking any other duties as reasonably requested
9. Work in accordance with the Health & Safety at Work Act
10. To work at all times in accordance with the Trust's policies and procedures
11. To carry out such duties as may be required from time to time by the Trust that is appropriate to the grade of the post
12. Support and assist in the ongoing development of Bletchley Park.

# BLETCHLEY PARK

**Conditions:** 37.5 hours per week  
Company Pension scheme  
BUPA wellbeing cash plan  
Holiday 33 days pa including statutory holidays  
Based at Bletchley Park, Milton Keynes

**General:** The Trust operates a policy of compliance with the law on grounds of non-discrimination on the basis of race, colour, sex, age, nationality or disabilities. No smoking is permitted in any offices or buildings.

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***Make a difference, be the best, value each other***