

CIO No. 1156685

Finance and Administration Assistant

Job Title	Finance and Administration Assistant (part-time, one day a week)
Employer	Cambridge Museum of Technology
Pay	£12-16 p.h. depending on experience
Contract	Six months with the possibility of an extension
Responsible to	Curator

Purpose of the job

To provide support in embedding and maintaining financial systems, in particular the use of Quickbooks, to enable the effective management of the Museum and ensure compliance with reporting duties.

To provide general administrative support to the Trustees and Management Committee of Cambridge Museum of Technology.

Main responsibilities

1. To maintain accurate financial records using Quickbook
2. To ensure banking of cash is undertaken in a timely manner
3. To maintain floats for the till
4. To maintain petty cash records and float
5. To ensure invoices sent to the Museum are paid on time
6. To prepare and send invoices to our service users
7. To monitor payment of invoices to the Museum
8. To reconcile bank accounts
9. To monitor utility use
10. To provide administrative support to the Museum's Board of Trustees and Management Committee. This will include organising meetings, collating and circulating papers and may include taking minutes depending on the availability of the job holder.
11. To handle membership administration.
12. To assist with the training of volunteers in financial and administrative procedures

General Accountabilities

1. To be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
2. To work in compliance with the Codes of Conduct, Regulations and Policies of Cambridge Museum of Technology and its commitment to equal opportunities.
3. To undertake training necessary to carry out role responsibilities.

Other Duties

The job holder may reasonably be required to perform duties, appropriate to the job, other than those given in the job profile. The particular duties and responsibilities of the post may vary from time to time without changing its overall purpose or pay.

Person Specification

Essential (Must have)	Desirable (Should have)
Experience of using Quickbooks or similar accounting package	
Able to work unsupervised and on own initiative	
Experience of working in a team	
Good IT skills and experience of Office 365	
Good communication skills both written and verbal	

Terms and Conditions

Location	Cambridge Museum of Technology, The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD
Hours of work	7.5 hours a week. Day(s) to be agreed
Closing date for applications	Friday 30 th April 2021
How to apply	Applicants are asked to submit a CV with two references and a covering letter of no more than two sides of A4. Applications should be emailed to info@museumoftechnology.com .

For further information

Please email info@museumoftechnology.com