

JOB DESCRIPTION

NATIONAL COAL MINING MUSEUM FOR ENGLAND

All employees work for the National Coal Mining Museum for England, which is a charitable company limited by guarantee, registered with the Charity Commission and Companies House. The charity has been created to ensure that Caphouse Colliery is preserved as a vitally important part of our national heritage and protected for future generations. It aims to do this by keeping coal mining alive through collecting and preserving the industry's rich heritage and creating enjoyable and inspiring ways for people of all ages, backgrounds and abilities to engage with the story of coal, and its legacy. To do these things requires a safe, efficient, accountable, inventive and resilient organisation.

Your post is designed to contribute to our aims and objectives.

1. POST DETAILS

1.1. Title: Senior Business Support Executive: Finance and Governance

1.2. Location: NCMME New Road, Overton, Wakefield.

2. REPORTING TO:

Head of Finance and Performance & Head of Corporate Governance

3. SUPERVISORY RESPONSIBILITIES:

No direct line management responsibilities but close working with the Business Support Executive: Finance

4. OVERALL PURPOSE OF POST:

The role is to support both the Head of Finance and Performance and the Head of Corporate Governance on a planned and agreed basis, in the delivery of an efficient and effective business support service to the whole organisation, across a wide range of finance and corporate governance functions, including but not limited to, financial accounts, accounts payable, accounts receivable, payroll, cash management and human resources. Strong organizational skills are essential.

The following list of duties and responsibilities represents the broad range of

tasks which the post holder will be required to undertake either routinely or periodically but does not represent an exhaustive list. Details and emphasis of duties and responsibilities may change in line with service needs after consultation with the postholder.

5. KEY RESPONSIBILITIES:

5.1 General Duties:

- Act with utmost financial probity at all times and support a culture of excellent financial governance in all areas of work
- Maintain accurate financial records, ensuring all reconciliations are up to date, suspense accounts are cleared, coding is correct, procedures are adhered to and returns and claims are submitted in a timely manner.
- Be responsible, with other team members, in the preparation and processing of payroll and the completion of monthly, quarterly and annual returns
- Support the Head of Finance and Performance in the preparation of budgets and timely, accurate management information to support decision making at all levels throughout the organisation.
- Support the Head of Finance and Performance in the preparation of the Annual Accounts and working papers.
- Liaison with Internal and External Audit
- Undertake treasury and cash management activities in line with the organisation's policies and procedures.
- Support the Head of Corporate Governance with the development and maintenance of a suite of resources to support managers throughout the organisation with the information required to effectively develop and manage their teams.
- Support the Head of Corporate Governance with promoting and supporting a culture of first class corporate governance throughout the organisation.
- Contribute to the smooth running of the Business Support function coordinating cover arrangements as required.

5.2 Other Duties:

- Undertake other duties at a comparable level of responsibility when required.

5.3 Special Features:

- For the success of the organisation you may be asked to work occasional evenings, weekend and Bank holiday's.

6 PERSONAL CONTACT:

6.1 Internal:

Other members of the Finance Team
Wider Museum staff and volunteers
Trustees

6.2 External:

Auditors
Suppliers, Customers and Contractors
Other Business Partners and Agencies (Eg HMRC, HR Support Provider, IT Support Provider, West Yorkshire Pension Fund)
Bank

7 PERSON SPECIFICATION

Criteria	How Identified
Qualifications/Training	
Essential:	
Professional Accounting Qualification (CCAB part qualified/AAT) or qualified by experience	I/A
Experience	
Essential:	
Experience of working in a busy office environment	I/A
Desirable:	
Experience of working with finance and non finance teams	I/A
Skills/Knowledge	
Essential:	
IT literate including Accounting Systems and Microsoft Office Suite (eg Word, Excel)	I/A
Excellent organisational skills	I/A

Ability to work independently, as well as part of a team, prioritising work and meeting deadlines	I/A
Attention to detail and demonstrable ability to methodically and accurately maintain effective records and record keeping systems and processes	I/A
Desirable:	
Familiarity with Sage 50 Accounts and Sage Payroll systems	I/A
Personal Qualities	
Essential:	
Excellent interpersonal and communication skills	I/A
Ability to manage conflicting priorities and remain calm and professional under pressure	I/A
Proactive, flexible and resilient	I/A

Key:

A Application Form

I Interview

8 HEALTH AND SAFETY:

8.1 In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the post-holder's duties and personal responsibilities.

8.2 In addition, the Management of the Health and Safety at Work Regulations 1992 detail the following:

- Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
- Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

9 EQUAL OPPORTUNITIES:

9.1 The post-holder's duties must at all times be carried out in accordance with the Museum's Equal Opportunities Policy and other policies designed to protect employees or the Museum's users from harassment.

9.2 It is the duty of the post-holder not to act in a prejudicial manner towards the Museum's users or employees. The post-holder should also counteract such practice or behaviour by challenging it or reporting it.

Job Description Agreed By:
Date of Issue:

Julie Elliott
July 2024