Kilmartin Museum
Finance Manager Job Description

The award-winning Kilmartin Museum tells the story of Kilmartin Glen, one of the richest and most significant prehistoric landscapes in Europe. Following a £7.5m redevelopment, the Museum re-opened its doors to the public in September 2023.

Kilmartin Museum requires the services of a suitably qualified Finance Manager to manage the finances of Kilmartin Museum Company Ltd – and its trading subsidiary Kilmartin House Trading Co Ltd - both companies registered in Scotland with charitable status.

The Museum is based in Kilmartin, Mid Argyll. The successful applicant may be expected to attend some meetings at Kilmartin Museum and may also be expected to attend meetings elsewhere on occasion. Travelling expenses will not be paid for attendance to Kilmartin based meetings.

The post is part time, 15 hours per week. The hours could be spread flexibly across the week and much of the work could be carried out remotely from anywhere in the UK.

The role requires a flexible approach, depending on business need.

The Finance Manager will report to the Chief Executive and will be responsible for the line management of the part-time bookkeeper.

The Finance Manager will be responsible for:

- all aspects of managing the Museum and Trading Co. finances and small project funding management. This will include the preparation of annual budgets, performance against budgets, financial analysis, grant claims, cash flow, supplier payments, customer invoicing, salary payments, and the production of monthly management accounts

- overseeing all aspects of Trading Company financial management including day to day cash flow, supplier payments, customer invoicing, salary payments, and the production of monthly management accounts

- managing the production of VAT returns, statutory accounts, personnel RTI submissions, OSCR returns, Companies House filing, corporation tax returns and ensuring compliance with legal/regulatory requirements, supported by external accountants as necessary

- ensuring Gift Aid legislation is adhered to and claims are submitted accurately and frequently

- ensuring compliance with external legislation and internal policies relating to finance.

3. Person Specification

Essential:

- professional accounting qualification
- demonstrable experience of producing financial reports including management accounts, cash flows and budgets for management and Board reporting
- demonstrable experience managing end to end finance processes
- demonstrable experience of grant management including grant management for large projects, managing grant funding / reporting to a variety of funders
- experience of producing VAT returns and VAT compliance
- experience of accounting packages including Xero
- excellent written and verbal communication
- commercial approach to trading operations.

Desirable:

- experience of producing business plans to support financing / funding applications
- experience of preparing funding applications
- experience of managing external accountants / auditors.

Contract type: This is a permanent contract subject to successful completion of a 3-month probationary period.
Salary: £32,000 to £35,000 pro rata
Annual Leave Entitlement: 30 days per annum (including bank and statutory holidays) pro rata. Additional annual leave allowances for long service apply.