

CHISWICK HOUSE & GARDENS TRUST

FINANCE MANAGER – TEMPORARY ROLE

Responsible to: Head of Finance

Contract: Full time (35 hours per week), temporary contract.

Salary: £18 per hour

ROLE SUMMARY

OVERALL PURPOSE AND ROLE

Temporary Cover – responsible for the maintenance of financial records using **Xero**. Responsibilities include payroll, raising purchase orders, posting of supplier invoices and expenses to relevant ledgers, supplier payments, raising sales invoices, bank entries and reconciliations. Accessing on-line platforms for cross referencing of income data. Printing necessary reports from POS system. Provide support to Head of Finance.

MAIN DUTIES AND RESPONSIBILITIES

Process Income

- Raise sales invoices as requested on Xero
- Ensure income is entered onto Xero correctly from all on-line giving platforms checking Vat element is correctly recorded.
- Update Sales spreadsheet, send statements when necessary, debt collection
- Raising credit note

Purchase Orders and Ledgers

- Checking and sending out approved Purchase Orders to suppliers.
- Coding, entering and matching with Purchase Orders supplier Invoices on Xero.
- Processing supplier invoices.
- Processing staff expenses on Xero.
- Prepare payment runs – twice a month.
- Managing and dealing with any ad hoc invoicing/supplier queries as required
- Credit Card expenditure

Bank

- Keeping bank reconciliation up to date on Xero.
- Check and record daily banking transactions and income via other platforms on Xero
- Download credit card statements for cross checking

Payroll

- Update Salaries schedule for approval by Head of Finance from information supplied by HR and timesheets.
- Payment of staff pension Contributions to one scheme.
- Payment of employment taxes PAYE/NI Contributions on time

VAT

- Assistance in the preparation of the Charity Group Vat return.

CHISWICK HOUSE & GARDENS TRUST

THE ORGANISATION

Chiswick House is a 300-year-old historic house with 65 acres of gardens in the heart of Hounslow, West London. Chiswick House and Gardens Trust was established in 2005 jointly by The English Heritage Trust and the London Borough of Hounslow, who previously managed the house and gardens respectively. It is the birthplace of the English Landscape Movement, with the largest collection of heritage camellias under glass in the world, 17th-century walled gardens and Kitchen Garden, and is internationally recognised for its architecture and garden history.

Today, Chiswick House and Gardens is a hub for the local community, with 1,000,000 visits made to the Gardens each year, as well as thousands of visitors to the House and Kitchen Garden. We are a popular destination for dog walkers, families, individuals, and groups who arrive at Chiswick daily in pursuit of nature and culture. Our House and Kitchen Garden are open to visitors, we host weddings, film and photography shoots, outdoor theatre and cinema, music and food festivals, family events and sporting activities which bring the community together.

WHO WE'RE LOOKING FOR

ESSENTIAL

- Knowledge and experience of Xero or other accounting software.
- 3 years+ experience of working in a general finance role covering all core responsibilities listed above
- Excellent numeracy, mathematical and problem-solving skills, with a keen eye for detail.
- Excellent English skills, verbal and written.
- Exceptional organisation skills with the ability to calmly and flexibly manage a full and confidential workload and meet deadlines.
- Skills to communicate in an effective, professional and courteous manner with a diverse range of stakeholders.
- Skilled use of 365 and Microsoft Office packages and the confidence and ability to learn how to use new packages.
- Ability to work independently and as part of our small, dynamic team.
- Ability to work onsite at our Chiswick based offices

DESIRABLE

- Experience of working in a charity
- Familiarity with VAT issues specific to the Charity Sector
- Knowledge of other platforms used: eg: Digitickets and Shopify.
- AAT qualification or equivalent.

We are looking for people who reflect the diversity of the country today to help us shape and change our approach and make it more relevant to the diversity of the people in our local communities. People with disabilities, those that identify as being from Black, Asian and minority ethnic background and people under 30 are under – represented in our staff and volunteer teams so we particularly encourage applications from people in these groups.

OTHER

You may be asked to carry out additional tasks as they arise, and which may be reasonably accommodated within the post's salary level. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions at work.

HOW TO APPLY

CHISWICK HOUSE & GARDENS TRUST

Please email your CV with covering letter (no more than 1 side of A4) explaining why you are a good fit for the role to info@chgt.org.uk

We are looking for an immediate start.
Interview over Zoom.