



Finance Officer Job Description

Due to the continued success of the charity Jane Austen's House is looking for a part time Finance Officer to join our small and lively team. This is a rewarding role supporting the Head of Finance. The Finance Officer will work at the House in Chawton near Alton. The successful candidate will be responsible for the accurate input of invoices, reconciliation of accounts, approval of supplier invoices and maintaining financial records. This role requires a strong understanding of accounts payable processes, and demonstratable experience of working in a busy financial environment. The candidate will be hard working, reliable and diligent.

The Finance Officer role will work 10 hours per week, ideally worked over 2 days, to help meet financial deadlines. Days to be agreed with the suitable candidate.

Jane Austen's House was the home of Jane Austen for the last eight years of her life, and the place where she wrote and revised all six of her globally beloved novels. Today the House is open to the public as a museum, welcoming tens of thousands of visitors from across the world every year. It holds an internationally significant collection of Austen-related material and runs an extensive calendar of events and learning programmes, both in person and online.

Weekly hours: 10 hours per week (0.25 FTE)

There is limited public transport to Chawton, so access to your own transport is strongly recommended.

Hourly wage/Salary: £30,700 (pro rata)

Key responsibilities:

- **Invoice Processing:** Process supplier invoices, ensuring they are accurate and match purchase orders. Ensuring correct authorisation together with the correct allocation of cost codes.
- **Payment Processing:** Assist with preparing and processing bi-monthly payments to suppliers, ensuring the payments are made according to agreed terms.
- **Supplier Reconciliation:** Reconcile supplier statements with the accounts payable ledger, resolving any discrepancies in a timely manner.
- **Account Queries:** Manage and respond to any supplier account queries, working to resolve issues promptly.
- **Processing of expense claims:** Process and input expense claims for employees in accordance with financial policies.
- **Credit card transactions:** Process and reconcile monthly credit cards from staff.
- **Manage Cash ledger:** Posting of receipts and payments.
- **Record Keeping:** Maintain accurate records of all invoices, payments and correspondence.
- **Month End Procedures:** Assist in month-end closing processes, ensuring all invoices are processed and accounted for within the correct period.



- **Compliance:** Ensure compliance with charity policies and procedure, as well as any legal or regulatory requirements related to purchasing and payments.
- **Intercompany Account:** Reconciliation of intercompany balances, resolving any issues.
- **Sales Ledger:** Raise occasional invoices and seek payment collection in a timely manner.
- **Cash Management:** Process petty cash transactions and banking of weekly cash takings, together with processing through EPOS tills.
- **Ad Hoc Duties:** Assist with any additional tasks as required by the finance department.

This role will be directly line managed by the Head of Finance.

Person specification – Skills and experience

Essential	Desirable
Previous experience in a busy financial environment – Accounts payable/Purchase Ledger	Knowledge of VAT: Understanding of VAT regulations and how they apply to purchase ledger transactions
Good IT skills – experience with accounting software and Microsoft Office, particularly Excel.	Knowledge of prepayments and Accrual transactions.
Ability to manage time effectively, prioritise tasks and work under pressure to meet deadlines.	Working knowledge of data management such as SharePoint is desirable, however, training will be given.
Strong numerical skills, attention to detail and accuracy when processing financial data.	Experience of cash handling and working with EPOS tills.
Able to build strong and effective working relationships with multiple stakeholders.	Experience or an understanding of working within an historic property.
Sensitive to confidential financial information	Ability to work well within a team and assist others when necessary.
Adept at problem solving and can-do attitude to improve processes.	System experience with Sage would be an advantage.
Diligent	A driving licence would be advantageous.
	Knowledge of basic accounting



How to apply

Please send your CV, a covering letter - explaining why you are applying for the post and how you meet the person specification - and the names of two referees, in an email addressed to Elaine Beech to elaine.beech@janeaustens.house

Please include Finance Officer in the subject line.