

Our Mission

'To inspire people of all ages and promote learning and enjoyment among all Bexhill residents as well as visitors by encouraging discovery'

Bexhill Museum Ltd (BML) is a registered company in England & Wales (no.4959445) limited by guarantee and is also a registered charity (no. 1102638). The company was formed in November 2003 when the two former museums in Bexhill amalgamated. It is run almost entirely by volunteers. The company is run by a Board of seven directors, who are elected by the membership. A curator is based at the museum and employed by Rother District Council, BML also employs a cleaner and a business support officer. It is an Accredited Museum under the Arts Council's Museum Accreditation scheme.

The primary purpose of Bexhill Museum is to collect, conserve, and display and interpret objects and associated information related to the history and natural environment of the surrounding area. This work is undertaken for the benefit of the public and, in particular, the residents of Bexhill and district, local schools/colleges and visitors to the 1066 Country area. The emphasis of Bexhill Museum's activities is on education through displays and exhibitions in the gallery and by outreach work in the community. More information can be found on our website www.bexhillmuseum.co.uk

The Post

This post will act as a 'lynch pin' to ensure the smooth day to day operation of the museum during the coming nine months. During this time the museum will be undertaking a full review of all its policies and procedures. Above all the post holder will maintain the financial functions that enable the museum to continue operating e.g. receipt and issuing of invoices, monitoring of budgets and creation of budget reports etc. In addition the post holder

- Maintains important records and databases.
- Supports key meetings and groups by issuing agendas on time and taking minutes.
- Maintains communication systems across the organisation.
- Supports volunteers in organisational management roles.

The Person

You will be an experienced book keeper and familiar with a computerised book keeping system.

You will be committed to the support of voluntary and community organisations.

You will be flexible and have the social skills to deal with a range of people working in both paid and voluntary capacities.

You will understand committee procedures and the legal requirements of organisations serving the public as a charitable company.

Your flexible and adaptable approach will enable you to contribute positively to the Organisational Review.

For an informal discussion about this post please email wilde.lesley@btinternet.com with a telephone number where you can be reached during the day.

Please email your completed application form including the equal opportunities monitoring form, together with a covering email to Maureen.Newport@bexhillmuseum.co.uk

Closing Date;
Interviews to be held;

5 pm Friday 5th January 2018
Tuesday 16th January 2018

Bexhill Museum Business Support Officer

Job Description

Post Title:	Museum Business Support Officer, Bexhill Museum Limited
Reporting to:	Designated board member.
Working hours:	20 hours a week with the possibility of extra hours as required.
Contract:	Part time, temporary for 9 months.
Salary	£11.50 an hour c.£ 22,200 pro rota
Job Purpose:	<p>You will work with the museum curator, the voluntary management team and the board of directors.</p> <p>The principle purpose of this post is to support the business and day to day operations of the museum company. These include;</p> <ul style="list-style-type: none"> • Financial transactions • Reporting and meeting support • Facilitating communication across the organisation • Ordering supplies and office supervision <p>To act as a 'lynch pin' within the museum team, voluntary and paid. To act as the 'go to' on the daily operation of the business.</p>
Context:	This post is temporary and part time following the retirement of our finance officer of 20 years. The museum is currently undergoing a period of change and review therefore this post will be appointed on a temporary basis until the final review is complete. This is expected to be in September 2018.
Main relationships	<p>The district curator</p> <p>The Chair of the board & the board member designated responsible for staff</p> <p>The museum voluntary management team</p>
Main meetings attended	<p>Board meetings</p> <p>Management Team</p>

Main duties and responsibilities:-

Finance

Responsible for the day to day financial activities of the Organisation;

- 1) To undertake a broad range of finance tasks as appropriate e.g. to receive and inspect invoices and raise orders accordingly.
- 2) To administer Petty cash, reconciling the account including the bank account. Responsible for banking till takings and other income. Ensuring the safe custody of cash and valuables.
- 3) Monitoring payments including outstanding invoices.
- 4) Producing end of month accounts and reports for Directors, the trading subsidiary and others as required.
- 5) Working with the accounting firm to produce annual accounts.
- 6) Preparation of relevant reports such as budget projections and monitoring.

Security

- 7) Participate in the rota for locking and unlocking the premises.
- 8) Maintain and update main databases in line with Data Protection Act guidelines.

Support of key meetings across the museum

- 9) To provide a comprehensive range of high quality administrative support including arranging meetings, minute taking, work with the Chair to prepare and circulate agendas and papers.
- 10) Regular preparation of reports for these meetings such visitor statistics and budget reports.

Building Maintenance.

- 11)** Working with the volunteer in charge of premises management and Rother District Council to receive contractors and ensure good communication for building access and the running of maintenance contracts.
- 12)** Monitoring renewal of insurance policies and other Health & Safety related procedures.

Bookings and Group Visits

- 13) To co-ordinate with volunteers to take and process bookings for group visits and room bookings.
- 14) To ensure that bookings are properly supported by making sure the room is prepared and catering is supplied.

Office management and other office tasks as required

- 15) Receiving and processing the post, monitoring the museum email address and responding to general enquiries.
- 16) Ordering of stationery, supervising the telephone system and maintaining the calendar of events.
- 17) To regularly input, extract and monitor Data / Information within the relevant IT systems to ensure that records are up to date and accurate.
- 18) Mail out and distribution of marketing literature and the regular newsletter to members.

- 19) To ensure the smooth operation of the business by liaising with volunteer administrators, all other volunteers, Board members and members of the public.
- 20) To ensure all duties are carried out in accordance with BML's policies and procedures. To comply with the Museums equal opportunities and diversity policy.
- 21) This job description is a guide to the level and range of responsibilities of the post that you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands.

Person Specification

What type of skills, knowledge and behaviour will I need?

Key: A/ Application form I /Interview T /Test

			Shortlisting Criteria	Method of Assessment	
1	Knowledge and experience of using and creating reports from current electronic book-keeping systems preferably QuickBooks			A/I	
2	Ability to understand and administer budget monitoring and invoice systems			A/I	
3	Demonstrate good knowledge and ability to use current office software packages especially Excel, Word and Outlook			A/T	
4	Ability to liaise with a wide range of employees, volunteers, board members and the public			A/I	
5	Knowledge of office procedures and administrative systems			A/I	
6	Experience of cash handling & other financial transactions			A/I	
7	Ability to administer premises and facilities management			A/I	
8	Demonstrate an understanding of working in the voluntary sector e.g. Arts & Culture			A/I	
9	Demonstrate the ability to write reports, take minutes and other administrative tasks for the board and management team meetings			A/T	

10	Ability to work effectively on a day to day basis with minimal supervision			A/I	
11	Flexibility to respond to changing circumstances and demands			A/I	
12	To demonstrate an understanding of the Museums Equal Opportunities & Diversity policy				