



York Civic Trust

Promoting Heritage - Shaping Tomorrow

Fairfax House Castlegate York YO1 9RN

Tel: 01904 655543

JOB DESCRIPTION

Job Title:	Finance Officer
Reports to:	Officer Manager
Hours:	16 hours a week (flexible 2 or 3 days)
Salary:	£9-£11 per hour (depending on experience and qualifications)

ABOUT YORK CIVIC TRUST

York Civic Trust is a membership organisation, open to all who wish to protect and enhance York's architectural and cultural heritage. The Trust plays a fundamental role in defending York's heritage and articulating a vision for its future development. A registered charity, the Trust gives grants for the city's enhancement, offers constructive comments on local planning matters, and runs an annual programme of events and activities for members, giving them an opportunity to gain a greater understanding of the city and its surroundings, and of conservation issues. Some of the Trust's major past initiatives include the foundation of the University of York, the closure of Deangate to traffic and the restoration of the Lord Mayor's Mansion House and Fairfax House, one of England's finest Georgian townhouses. York Civic Trust has 17 Trustees, currently employs 11 members of staff working in the offices and museum, and has over 180 volunteers, who are valuable members of the team in supporting the organisation in a variety of roles. The Trust also manages Fairfax House Town House Museum, which has 25000 visitors a year and a gift shop.

For more information about York Civic Trust visit www.yorkcivictrust.co.uk and Fairfax House visit www.fairfaxhouse.co.uk .

MAIN PURPOSE OF JOB

To carry out all aspects of financial operations to support the activities of the Trust

KEY AREAS OF WORK

Financial Operations

The Trust uses SAGE Accounting and Payroll software and the post-holder is expected to have experience in using these systems together with a significant level of book-keeping experience. The post holder will:

- maintain day-to-day accurate financial records
- reconcile control accounts
- liaise with suppliers
- occasional payroll preparation and processing
- processing of Gift Aid claims

The trust operates three accounts, York Civic Trust, Fairfax House and Fairfax House York Enterprises Ltd (Fairfax House Shop). The post holder will take the lead (with the support of the Office Manager) and will operate these accounts:

- process supplier and customer invoices
- journals
- make authorised online bank payments
- prepare statements and management reports
- bank, petty cash and credit card reconciliation
- maintain a comprehensive filing system

The post-holder will have close contact with the Treasurer.

General Office Duties

The post holder will work closely with the Office Manager, operating as a team and sharing some of the duties. The Trust will expect a continual presence in the office of one of the Office Manager and the post-holder whenever this can reasonably be achieved: flexibility is required to ensure this is provided. Specific tasks in supporting the Office Manager in the smooth operation of the office include:

- typing correspondence
- communicating via phone, email and letter
- dealing with enquiries
- ordering office supplies
- filing
- administration; and
- any other duties reasonably requested by the Office Manager, Chief Executive, Trustees, and Committee Chairs.

Other Trust Activities

The trust is involved in a wide range of interesting York related heritage activities from vetting planning applications to members' activities and educational outreach. The Finance Officer provides support to the Office Manager, the Chief Executive, and Trustees and volunteers.

Qualifications, Knowledge and Skills

- Good general education including GCSE-level qualifications in English and Mathematics
- Professional training in accountancy to NVQ level 2 or above
- A high level of competence in using Microsoft Office (Word, Excel) and Outlook (Office and Calendar)
- Experience of the Sage accounting software
- Experience of book-keeping in a small organisation
- An aptitude and willingness to learn and use other software packages and online applications
- Experience in working in an office environment
- Experience and aptitude for working as part of a team
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Excellent organisational skills and attention to detail
- Determination, energy and enthusiasm
- Ability to prioritise workload without direction
- Self-motivated
- The capacity to improve continuously
- The capacity to adapt and prosper in an environment of constant change
- An active interest in the heritage of York and England

Common responsibilities

- To perform to a high level of competence, maintaining a high standard of efficiency and quality in all aspects of work and relationships
- To safeguard the reputation of York Civic Trust
- At all times, to maintain good relationships with our Trustees, members, colleagues, volunteers and members of the public
- To protect confidential information about, or in the possession, of the Trust
- To observe the Terms and Conditions as set out in the Contract of Service and the York Civic Trust Staff Handbook
- To carry out instructions as requested by Trustees and the Chief Executive
- To protect physical assets, property, cash and securities, and equipment belonging to the Trust

October 2018