



Kids in Museums

Finance Assistant (0.4 FTE/ 15 hours per week)

Part-time fixed term contract for eight months to cover maternity leave (potential to extend if maternity leave is extended)

£26k per year (£10.4k actual salary for two days per week for one year) plus pension contribution

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Welcome

Thank you for your interest in the role of temporary Finance Assistant (0.4FTE) at Kids in Museums. We appreciate the time you spend learning more about the role and hopefully submitting an application.

Kids in Museums is an award winning national charity that exists to make museums, galleries and heritage attractions more welcoming and accessible for all children, young people and families. We champion their voices to the museum sector and their experiences shape our work.

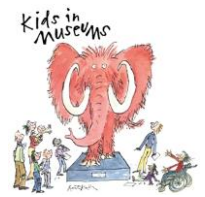
The most recent data shows that about 40% of 5-15-year-olds in England haven't visited a museum in the past 12 months.

The reasons why these children and families don't visit museums are multi-layered. The cost of a day out is an important factor. A considerable number of children, young people and families don't feel confident visiting museums. Access to museums is still unequal. Those from minority ethnic backgrounds, working-class backgrounds, and who have a disability face the most barriers to visiting.

If you want to help us change this and improve access to museums, we'd love you to consider joining our supportive, friendly team. We are working hard to increase the diversity of our organisation so that our staff, volunteers and Trustees are more representative of the audiences we champion. We welcome all applications, but we are particularly keen to hear from people with disabilities, people from minority ethnic backgrounds and people from working-class backgrounds.

We want our recruitment process to be as open and friendly as possible. If you have any questions or want to have an informal conversation about the role or application process, please get in touch by email:

alison@kidsinmuseums.org.uk



Key terms and conditions

Salary: £26,000 per year (£10,400 per year actual salary for two days per week).

Contract: Temporary – fixed term contract for eight months to cover maternity leave. There is the potential to extend the contract if the maternity leave is extended.

Location: Flexible. Kids in Museums has an office at [Rich Mix](#), a cultural venue in East London. We would like the postholder to spend some time in the office regularly to support collaboration with the wider team. However, we want to make the role as accessible as possible. We will consider all remote and hybrid working options.

Hours: 15 hours per week (core business hours are Monday - Friday 9 am - 5.30 pm with a one-hour unpaid break). There is potential for flexible start and end times in line with our flexible working policy and the option to spread the hours across more than two days.

Holiday: 25 days plus bank holidays and an extra day for your birthday (actual holiday allowance 14 days for two days per week including pro rata bank holidays).

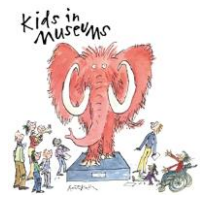
Pension: this role is eligible for the Kids in Museums auto-enrolment scheme provided by NEST.

Reports to: Executive Director, but the postholder will work closely with the whole Kids in Museums team and members of the Board of Trustees.

Probationary period: One month.

Notice period: One month.

We are looking for someone who can start in early to mid-May 2024.



Role overview

The temporary Finance Assistant (0.4 FTE) will provide the Kids in Museums team with support for key finance processes to cover a period of maternity leave. This will include finance administration such as issuing invoices and setting up bank payments, core finance processes such as running payroll and paying invoices and ensuring that QuickBooks is kept up to date. The role will involve working with all team members to understand different areas of the organisation's income generation and expenditure to offer effective support.

You do not need to be a graduate to succeed in this role. Your previous experience of working in a finance team, excellent organisational skills, knowledge of QuickBooks and ability to work methodically and pay close attention to detail are more important. Ideally, you would have experience working in a finance team in the charity sector or heritage sector, but this is not essential. We are a small, friendly, supportive team. We offer all staff opportunities for training and development through attending a range of events and courses and visiting museums, galleries and heritage sites.

About Kids in Museums

Kids in Museums is an award-winning national charity dedicated to ensuring that all children, young people and families feel welcomed and involved in museums and other heritage sites. In recognition of our excellent track record and future ambitions, the charity was selected by Arts Council England as one of the five Investment Support Organisations for the museum sector between 2023 and 2026. In 2023, we were named Best Sector Support Organisation at the Museum + Heritage Awards.

This is a great time to be joining the Kids in Museums team. Our core programmes, such as the Family Friendly Museum Award, have returned to pre-pandemic scale, our training and consultancy offer is growing, and we are introducing new programmes of work such as the Family Café Standard, support to recruit Young Trustees and museum benchmarking tools.

More information about Kids in Museums can be found on our website: www.kidsinmuseums.org.uk

Find us on [X/ Twitter](#), [Facebook](#) and [Instagram](#).



Role Description

The main areas of the role are outlined below:

- Using QuickBooks to maintain up-to-date records of charity income and expenditure.
- Bank reconciliation – Kids in Museums banks with CAF.
- Maintaining an appropriate coding system to track income and expenditure on programmes and overheads, ensuring all income and expenditure is coded appropriately and recorded correctly on QuickBooks.
- Paying salaries using QuickBooks payroll, working with the Executive Director to ensure that salaries are appropriately calculated, tax is appropriately deducted, and payments are made to NEST (our pension auto-enrolment provider) and HMRC in a timely fashion.
- Raising invoices, logging payments against invoices received and administering financial transactions with staff, customers, and our bank.
- Monitoring payments received through third parties such as CAF Donate and Stripe for training courses and supporting the Team Administrator to chase outstanding payments.
- Providing the Executive Director with the appropriate reports from QuickBooks to enable financial reporting to Trustees and funders.
- Recording accurate minutes at Finance Committee meetings.
- Working according to Kids in Museums policies and staff handbook.

Person Specification

Essential

- Excellent working knowledge of QuickBooks and demonstrable experience in using it effectively in a previous role.
- Demonstrable experience in delivering organised and efficient finance processes such as raising invoices and making regular payments.
- Demonstrable experience to work methodically to a high level of accuracy while performing data entry tasks.
- Demonstrable experience in performing regular finance tasks such as journal posting, bank reconciliation and creating reports about income and expenditure.
- Working knowledge of basic payroll processes.
- Ability to produce accurate minutes/ notes of meetings.
- Good written communication skills.
- An understanding of how to deliver a high standard of customer service.
- Good IT skills – particularly Excel in MS Office.



Desirable

- Previous experience working in a charity sector or heritage sector finance or administrative support role.
- An interest in the mission of Kids in Museums to make museums better places for children, young people and families to visit.

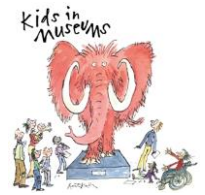
Eligibility to work in the UK

Candidates for this role must be eligible to work in the UK. We are not able to provide sponsorship for visas. Please note, that if you are successful in your application, we will ask to see proof of your right to work in the UK.

DBS Check

If you are successful in your application, we will require you to apply for a Basic DBS check. Your offer of employment will be conditional until this check is completed.

Kids in Museums wants to give applicants with criminal records a fair chance of employment. We will not discriminate against candidates with criminal convictions. We will assess any convictions revealed in a DBS check on a case-by-case basis in line with our recruitment policies.



How to apply

Your application should be made up of the following elements.

a) CV and supporting statement

As a guide, a CV should be no more than two sides of A4 and a supporting statement also no more than two sides of A4.

When writing your supporting statement, please ensure it highlights how you meet the essential requirements of the personal specification. We suggest using headings from the person specification to organise the information. Where possible please give an example of how you meet each point through your past work, education or volunteering experience. We don't mind how you built your skills and experiences, but we need to see them clearly evidenced so we know whether you are suitable for the role.

You may find the [STAR tool](#) helpful to plan the examples you use in your application.

If you would prefer to submit your application in another format, we will also accept a film or audio recording of up to 15 minutes in length instead of a CV and supporting statement.

When saving these documents please include your name in the file name.

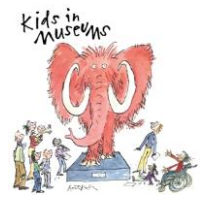
b) Equal opportunities monitoring form.

If you feel comfortable, please also submit an equal opportunities monitoring form. Submitting an equal opportunities monitoring form is voluntary. The form will not be used in consideration of your application, and it will be separated from the rest of the application. The data will be anonymised and stored for up to 12 months to be used for monitoring purposes. We collect this information to help us understand the effectiveness of our recruitment processes in attracting diverse candidates.

c) Covering email.

Please attach all these documents to a covering email. In the email accompanying your application, please also tell us about:

- Any notice period for your current role.
- The name and contact details of two referees. Please also tell us when during the application process we can contact them.



- Any adjustments you would need us to make to enable you to attend a Zoom interview.

Please title your email 'Finance Assistant role application'.

d) Closing date

The closing date for applications is **5 pm on Friday 22 March.**

Please send your applications to alison@kidsinmuseums.org.uk

We will acknowledge the receipt of all applications by email.

Access

Kids in Museums is committed to running an accessible recruitment process. This role description is available as a large print document or an audio file. If you require the document in those formats, please email alison@kidsinmuseums.org.uk If you require a format that is not listed, please contact us and we will work to meet your request.

Your application can be submitted as a Word document, audio file or film as described above. If you would like to submit your application in another format, please contact us.

If you require any adjustments to be made to attend a Zoom interview, please include this information in your covering email. We will talk to you about how best to meet these requirements if you are invited to interview.

The Kids in Museums office is on the second floor at Rich Mix. There are lifts to the second floor and level access to and from the lifts. There are four accessible toilets in the venue, but not currently a Changing Places toilet. Reasonable adjustments can be made to office furniture and computer equipment for a postholder for either office or remote working.

Interviews

Interviews will be held on **Wednesday 10 April and Thursday 11 April** on Zoom.

The interview panel will be made up of members of the [Kids in Museums team](#). We will supply the interview questions in advance.

We will notify successful candidates who have been selected for interview by email by the end of the day on **Thursday 28 March 2024.**



Please note that if you have not heard from us by this date, you should assume that your application has been unsuccessful. Kids in Museums is a small organisation and cannot provide feedback to unsuccessful candidates before an interview.

All candidates who are interviewed will receive feedback.

Questions

If you have any queries about the role or would like an informal conversation about the role, please contact Alison Bowyer, Executive Director at alison@kidsinmuseums.org.uk or 07709 010273.

We request no contact from recruitment agencies or job advertising websites.

Data Protection

Kids in Museums will use the information provided in your CV and covering statement to consider your suitability for the Finance Assistant role. As stated above, your Equal Opportunities monitoring form will be detached from your application and the data it contains will be anonymised and only be used for monitoring purposes. All documents will be stored securely. Documents from unsuccessful applicants will be stored for 12 months and then destroyed. Documents from successful candidates will be stored in line with our policies for employees. For more information see our [Privacy Policy](#).