PITZHANGER

MANOR & GALLERY

Finance and Office Assistant

Job Description

OVERVIEW

Pitzhanger Manor & Gallery Trust (PMGT) is seeking to appoint a talented Finance and Office Assistant at the newly reopened Pitzhanger Manor & Gallery.

Pitzhanger Manor is the Grade 1 listed 'country' home of renowned British architect, Sir John Soane, designed and built by Soane 1800-1804 in what was then rural Ealing, West London. Pitzhanger has just reopened to the public following a £12m HLF and ACE-supported building project to restore Soane's original design and upgrade the adjacent Gallery so it can stage ambitious and challenging contemporary exhibitions. Pitzhanger's conservation and the inaugural exhibition of mirror sculptures by Anish Kapoor have both received widespread press coverage and very positive reviews and have attracted large visitor numbers.

The PMGT team is small and entrepreneurial with very high ambitions: it is passionate about heritage and the arts and developing Pitzhanger into a thriving and sustainable venue. The successful candidate will be arriving at an exciting time for Pitzhanger, as the team focus on building on the very successful opening and set new targets to further develop its programme of events and exhibitions and attract a wider audience.

To apply please send your CV plus a covering letter (max 2 sides A4) summarising how your skills and experience meet the job description and person specification to accounts@pitzhanger.org.uk.

Deadline: 10am Monday 29th July 2019. Interviews of selected candidates will take place in Ealing, London W5 in the week commencing 5th August 2019.

KEY RESPONSIBILITIES

Support the Head of Finance in processing accounting information, maintaining records and producing various management reports. Specifically:

- Issuing invoices and liaising with customers to ensure timely payment of accounts
- Processing and coding all purchases invoices and obtaining authorisation for payments
- Petty cash and banking: reconciliation of office petty cash and bank accounts; assisting in reconciliation of cash takings; ensuring floats ready for the front of house team
- Processing expense claims
- Assisting in grant applications and claims
- Aiding the Retail & Visitor Manager in raising purchase orders for shop products
- Reporting and collating data for visitor, events, shop and catering figures and KPIs
- Gift Aid reporting
- Aiding in development of accounting and ticketing software systems (where appropriate)

Offer general assistance in ensuring the office runs smoothly and efficiently, such as monitoring and ordering office supplies

Provide support to the Head of Operations in overseeing utility, cleaning and IT contracts, overseeing maintenance contractors and monitoring their work

PERSON SPECIFICATION

- Highly organised and numerate with meticulous attention to detail
- Excellent IT skills, including MS Office
- Familiarity with Quickbooks accounting software desirable
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality
- Self-starter with the ability use initiative to deal with challenges arising; enthusiasm to learn on the job
- Adaptable, with a 'can do' attitude
- Enthusiasm for heritage and the arts

Hours: Full-time, 35 hours per week (part-time hours by negotiation)

Reports to: Head of Finance, Pitzhanger Manor & Gallery Trust

Salary: £22,000 p.a.