

## Volunteer Bookkeeper

### Amersham Museum

#### Overview

Amersham Museum is an award-winning, accredited, independent museum, sharing the stories of local people and places. The museum is housed in part of a Grade II listed mediaeval hall house in the heart of Amersham, a historic market town. The museum has a beautiful physic garden, next to the River Misbourne.

#### Bookkeeper Role Description

The volunteer bookkeeper works with the Museum's Treasurer and provides vital support in monitoring and accounting for income and expenditure, and ensuring good processes are in place to manage and secure the Museum's income.

Please note that it may be possible to split this role into two smaller complementary roles.

#### Responsibilities: Cash, wages and administration

- Weekly cash check and reconciliation
- Lodging excess cash and all cheques into the museum account at Berkhamsted
- Preparing occasional cash floats for off-site events such as carnivals and country shows where the mobile museum or temporary displays are exhibited
- Prepare wages for 3 members of staff who are paid monthly using the HMRC Basic PAYE programme, including NEST pension contributions and National Insurance payments
- Prepare Amersham Museum 200 club quarterly returns and apply for the annual renewal of the licence to run the scheme
- Maintain records, claim and account for Gift Aid

#### Responsibilities: Bookkeeping

- Send payment requests for all invoices to the Treasurer for online approval

- Post all receipts and payments in the cash book and regularly check and reconcile entries
- Reconcile cashbook figures with the bank account at least monthly
- Ensure HMRC and NEST Pensions are paid monthly
- Review income and expenditure against the agreed annual budget, preparing a monthly report for the Treasurer and Trustees
- Assist the Museum accountants with any queries arising when yearly accounts are being prepared
- Keep the Treasurer informed if any anomalies are spotted, or problems arise
- Provide advice as appropriate on any financial transactions involving the museum such as how to make payments or receive grants and other funding

#### **Role requirements:**

- Education and qualifications – no specific requirements, but training or qualifications in bookkeeping would be an advantage
- Experience – experience in maintaining accounting records such as posting to a ledger and carrying out bank reconciliations is essential but training will be provided. Experience with basic accounting packages such as Xero, Quickbooks or Sage would be ideal
- Skills and knowledge – the ideal person for the role will be well organised, numerate, and have an ability to work with spreadsheets and basic online programmes

Please note that two satisfactory references will be required and a DBS check may be carried out before an applicant is appointed.

#### **Application process:**

Please apply with a covering letter and CV by **Friday 13 October** either by email to [briony.hudson@amershammuseum.org](mailto:briony.hudson@amershammuseum.org) or Amersham Museum, 49 High Street, Amersham HP7 0DP

Please note that it may be possible to split this role into two smaller complementary roles. Please get in touch if that may be of interest to you, or you have further queries with Briony Hudson, Director

[briony.hudson@amershammuseum.org](mailto:briony.hudson@amershammuseum.org)

