

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.

Role Description

The Volunteer Bookkeeper works with the Museum's Treasurer, Director, Volunteer Finance Manager and Administrative Officer to provide 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.

Responsibilities

- Raise payment requests on the bank account for invoice payment, which will be approved by the Treasurer, the Volunteer Finance Manager (or an authorised Trustee)
- Provide supporting information for each payment to the Treasurer so that they can be allocated to the correct account
- Upload copies of invoices onto the automated system using a phone app (in development)
- Provide supporting documentation and advice to the Treasurer for production of each year's formal financial results
- Lodge excess cash and all cheques into the museum account
- Make monthly wage payments for 4 members of staff, as instructed by our external payroll contractor.
- Maintain the membership register for Amersham Museum 200 Club, make payment to the monthly winner(s), prepare the scheme's quarterly returns and apply for the annual renewal of the licence.
- Work with the Administrative Officer to maintain records, claim and account for Gift Aid

Role requirements:

- Education and qualifications – no specific requirements

- Experience – none essential, but experience in working with cash, wages and administration would be ideal
- Skills and knowledge – the ideal person for the role will be well organised, comfortable with handling cash and dealing with the bank, 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 will be carried out before an applicant is appointed.

Application process:

Please apply with a covering letter and CV by **Friday 1 November** either by email to briony.hudson@amershammuseum.org or Amersham Museum, 49 High Street, Amersham HP7 0DP