



Carlisle's home of culture

TULLIE HOUSE MUSEUM & ART GALLERY TRUST

JOB DESCRIPTION

Job Title: Assistant Accountant

Salary: £28,496 – £31,569 per annum

Hours: 37 hours per week (1.0 FTE)

Responsible to: Finance Manager

KEY AREAS OF RESPONSIBILITY

- Processing sales and purchase invoices using Sage 200
- Maintaining sales and purchase ledger records and preparing supplier payment runs
- Reconciling bank accounts, income streams and balance sheet accounts
- Supporting payroll administration, including payroll submissions and reconciliations
- Assisting with month-end processes, budget monitoring and financial reporting
- Reconciling income from visitor services and commercial activity
- Supporting VAT returns, Gift Aid processes, audit preparation and financial compliance
- Maintaining accurate financial records and supporting improvements to financial systems and processes

Mandatory for all staff

Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with H&S Policies, including risk assessments and implementing safe systems of work.

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PERSON SPECIFICATION

Assistant Accountant

All criteria are essential, unless stated as 'Desirable' (D)

Criteria	Competency
Education & Qualifications	• AAT qualification (minimum) • GCSE A – C (or equivalent) in Maths and English
Experience, Knowledge & Understanding	• Experience in a finance or accounts role • Experience using Sage 200 or similar financial system • Payroll administration experience • Strong understanding of financial processes including ledgers, reconciliations and reporting • Experience working in a busy office environment
Skills	• Excellent Excel and Microsoft Office skills • Strong organisational skills and ability to prioritise workload • Good communication skills and the ability to work independently and as part of a team • Experience working in a charity, museum or not-for-profit organisation (D)
Personal Qualities & Commitment	• Professional, reliable and able to maintain confidentiality • Flexible and adaptable approach • Proactive and solutions-focused • Ability to meet deadlines in a fast-paced environment • Commitment to continuous improvement • Commitment to equality, diversity and inclusion
Other Factors	• Willingness to work flexibly as required • Ability to respond to changing organisational needs • Willingness to undertake additional responsibilities where appropriate • Post requires a check by the Disclosure and Barring Service