

FINANCE MANAGER

MANAGES: FINANCE OFFICER

REPORTS TO: CHIEF EXECUTIVE OFFICER

SALARY: £16,000 (based on 15 hours per week)

CONTRACT TYPE: Part Time / Permanent

HOURS: 15 hours per week

About Norton Priory

Norton Priory Museum and Gardens is operated by an independent, charitable trust, Norton Priory Museum Trust Limited. The Trust is dedicated to preserving and sharing the rich heritage of Europe's most excavated monastic site and the 900-year story of the estate. This approach reflects the Trust's Mission Statement: *To conserve, champion and celebrate the heritage, landscapes and collections of Norton Priory for present and future generations*. As a small, passionate team supported by a wider community of volunteers, the Trust strives to provide a warm, welcoming and valuable experience for all our visitors.

About the Role

The Finance Manager is responsible for overseeing the financial health and commercial performance of the Trust, helping to ensure Norton Priory's sustainability. This role combines financial planning, analysis and business strategy with commercial insight to support key decision-making and develop income-generating opportunities. The role is part of Norton Priory's Senior Management Team (SMT).

Key Responsibilities

- Lead and manage budgeting, forecasting and financial planning processes.
- Monitor and report on financial performance, including variance analysis and KPI tracking.
- Act as a key advisor to the CEO and Board on financial and commercial matters.
- Oversee the Trust's cash flow management.
- Ensure compliance with financial regulations, VAT requirements and Trust policies.
- Prepare monthly, quarterly and annual financial reports for SMT colleagues and Board.
- Oversee year-end processes and manage relationships with the independent examiners and other external advisors and consultants.
- Provision of recommendations for future spend / budgeting.
- Oversight for insurance renewals and utilities contracts.
- Support the CEO with pricing strategies, rental agreements, contract negotiations and margin improvement initiatives.
- Work with the CEO to analyse market trends, customer behaviour and competitor activity to inform the Trust's strategic planning.

Person Specification

Essential

- Qualified accountant (for example, ACA, ACCA or CIMA) with post-qualification experience.
- Experience in a senior finance leadership role, ideally within a charity, arts, heritage or not-for-profit environment.
- Strong commercial acumen with experience identifying and managing earned income opportunities.
- Strong attention to detail and accuracy.
- Proven ability to lead teams and influence at Board level.
- Excellent communication and interpersonal skills.
- Good time management skills.

Desirable

- Knowledge of charity accounting (SORP) and grant fund management.
- Experience of working within a museum, cultural organisation or visitor attraction.
- Understanding of sector funding and philanthropic income streams.
- Familiarity with charity governance and trustee relations.

Team Responsibilities *(Applicable to all roles)*

- Support weddings, events and other public-facing programmes as required, including occasional evening and weekend work.
- Ensure the health, safety and wellbeing of yourself, colleagues and visitors at all times.
- Act as a positive ambassador for the museum and charitable trust at all times.
- Undertake Safeguarding and First Aid training.
- Assist with cleaning and preparation of internal spaces for daily opening and special events, which may be outside normal opening hours.
- Conduct pre-opening daily site checks to ensure all areas of Norton Priory, including outdoor spaces, are safe, secure and ready to welcome visitors. Log any concerns as a matter of priority with the Team Leader or relevant manager.
- Work collaboratively with colleagues and volunteers to provide a welcoming and inclusive visitor experience.
- Treat colleagues and volunteers with respect to foster a supportive and trusted working environment.
- Represent the Trust in a professional and positive manner at all times.
- Support the Trust's commitment to sustainability by following environmental best practice (for example, recycling) and encouraging eco-friendly practices across the Norton Priory estate.
- Carry out other duties that may reasonably be required in line with the level and nature of the role.

Staff Benefits

- Access to professional development and role-specific training opportunities.
- Access to confidential staff wellbeing support on request.
- Opportunities to work in a unique and historically significant museum and grounds.
- Generous employer-contributed pension scheme.
- Staff discounts in the museum shop and the Brooke Café.
- Free on-site parking.
- Invitations to staff social events.