



# Finance Officer

## Candidate Information Pack

Updated January 2025



## Candidate Information Pack – Finance Officer

### Introduction

We are seeking a proactive, motivated Finance Officer to join our team at the London Museum of Water & Steam. We are looking for someone with business acumen and a laser focus as you'll be a key figure in the collective effort to deliver our bold vision for the future. This role provides crucial support in book-keeping, financial management, and financial analysis and forecasting. You'll be leading on the delivery of day-to-day fiscal operation and reporting, including delivering the staff payroll, day to day finance reconciliation and reporting, management accounts and month by month financial reporting and tracking. Working closely with the Museum Director, you'll generate a sustainable financial model, fit for the future and the benefit of all our audiences.

Hannah Harte  
Museum Director

### About the London Museum of Water & Steam

The London Museum of Water & Steam is an outstanding independent Museum based in an historic site - a Georgian water pumping station in Brentford, West London. We tell the story of a city's mission for clean water and the innovative steam pumping methods used to distribute it to millions. This story is vital to the future of one of the world's most precious resources, and arguably it has never been more relevant than it is today.

We're a Museum with ambition. We can have big impact on some of the most important issues today. We are centred on water, a critical commodity that needs our voice, and the future of energy as a current conundrum that the whole planet needs to solve. In this context, we want to broaden our historical stories, anchoring them in the present and demonstrating their relevance to the future. We make our history accessible to a wide range of people from families with small children to specialist enthusiasts and everyone in between, inviting them to join our community and share our story. Our Museum is special and we want to spread the word. We want to extend our reach, engaging with more people and more diverse groups and preserve our collection and site for future generations.

The Museum is a charity and a membership organisation with an energetic and enthusiastic team of trustees backing our cause. The site was saved from demolition by volunteers in the 1970s. We are home to a unique collection which tells the story of water from Thames to tap, including some of the largest pumping engines in the world. The pumping station has been an important part of West London since 1838 and this continues today. We are still a majority volunteer organisation with over 65 volunteers and just 12 staff members who look after 24,500 visitors per year, including over 4500 primary school pupils.

### The Team

The London Museum of Water & Steam is a small, focused team. The postholder will report to the Museum Director and is a role with critical responsibilities. The successful candidate will also work

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closely with the Site & Collections Lead, Front of House Officer, Commercial Officer and the Engagement & Interpretation Officer.

The team is assisted by a team of Duty Managers and freelance team members supporting funded projects and our learning offer. The part time staff team works alongside a dedicated team of over 65 volunteers and liaises closely with our Museum Trustees.

### The Museum's Collections

The Museum is home to the world's largest collection of stationary steam engines, including four rotative and five Cornish Beam engines. We also have a steam fire engine, a waterworks railway with two locomotives and an archive.

We want to look after our collections and inspire our visitors and community with their ingenuity and relevance today. We want to help people access the collections and connect them to their own lives in a way that helps to achieve positive impact for people and the planet. We want to work with our volunteers to enable the archive to be accessible and inform our interpretation and the stories we share in a deeper way. We're maintaining the running of our engines, in the most sustainable way possible, innovating as our predecessors did to find newer and better solutions, so we can continue to share them with all our audiences and stakeholders.

### Responsibilities

- Maintaining timely monthly reconciliations of transactions and reporting on staff, project and day-to-day expenses.
- Producing the annual and monthly management accounts, including analysis, to enable the Director to make strategic financial decisions and track financial status.
- Ensuring month end payroll is actioned.
- Maintaining monthly reconciliations for legacy and grant transactions ensuring that the correct income recognition treatment is applied and supporting documentation is collected.
- Ensuring correct recording of financial transactions on a monthly and year end basis.
- Proactive cost control.
- Reviewing actual and forecast results against budget, obtaining and recording variance explanations from budget holders, identifying material financial issues and mitigating actions.
- Supporting budget holders to understand their responsibilities in budget management and keep on track throughout the year.
- Facilitating and tracking gift aid transactions and making any follow up with HMRC.
- Managing VAT status and VAT accounting.
- Supporting the Director with financial planning and budgeting.
- Supporting the Director on fundraising scheduling, donor and legacies management and highlighting funding opportunities.
- Own the fixed asset register, ensuring that correct postings are made in the accounting system.

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- Playing an organising role in the annual audit process.
- Preparing simple reports for a range of Boards, Committees and other stakeholders.
- Positively promoting the London Museum of Water & Steam and our core values.
- Any other daily duties which are relevant to the role.

### **Team Contribution and Culture**

The role is part of a small team who lead the operation and development of the Museum in association with our Volunteers and Trustees. In this respect you will be expected to:

- Work alongside and support colleagues to achieve the Museum's vision, values and objectives.
- Ensure the Museum adopts an audience-focused and socially and culturally inclusive approach to its work.
- Promote equality of opportunity in the delivery of services.
- Contribute to a positive, forward-looking, and result orientated organisational culture
- Adhere to our values that help us be: inclusive, fun, collaborative, entrepreneurial, & ambitious.

### **Person specification**

We are looking for enthusiastic and proactive person who brings with them:

- A recognised accounting qualification (CIMA or ACCA preferred) Qualified or Finalist.
- Experience of successful financial management and control.
- Experience of delivering financial reporting, management accounts and budgets.
- Experience and knowledge of accounting software (preferably Xero)
- Experience of delivering monthly payroll.
- Effective oral and written communication skills; able to explain financial information clearly and accurately to non-financial people at all levels.
- Knowledge of relevant tax and VAT accounting.
- Sharp attention to detail.
- Excellent team working and interpersonal skills.
- Advanced EXCEL, including preparing financial models (minimum: comfortable creating pivot tables and using V-Lookups)
- Solution-focused; able to show a practical approach to problem solving.
- Working knowledge of public finance and/or charity accounting.
- The attributes of a generous team player.
- A willingness to learn and grow in the role as we learn from our communities and volunteers.
- A willingness to try new ideas and create possibilities, remaining up to date with current museum and cultural heritage thinking.
- Experience of working and engaging with a range of stakeholders and audiences.

### **Personal qualities**

- Detail focused, coupled with an ability to see the bigger picture.
- Excellent communication and presentation skills.

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- A love of collections and the heritage environment.
- Excellent listening skills and approachable nature.
- Responds positively to change and new challenges.
- A keen team player, happy to work and learn alongside a team.
- Excellent organisational and time management skills.
- Good humour, enthusiasm and emotional intelligence.
- The ability to represent the Museum as an ambassador.

### Terms of appointment

This is a part-time post: 19 hours (2.5 days) a week. We are flexible and can negotiate how the hours are allocated but is based on site for at least 2 days per week, and may include some irregular weekend work by exception.

Salary £29,000 pro rata (£14,500 actual salary)

The successful candidate will be engaged as an employee and receive a pension contribution, holiday pay and other benefits.

### How to apply

To apply, please submit a **CV and covering letter** succinctly outlining why you are applying for the role and how your experience and skills meet requirements to Hannah Harte, Museum Director, at [museum@waterandsteam.org.uk](mailto:museum@waterandsteam.org.uk). Please ensure that your covering letter fully addresses the appointment criteria in the person specification.

We are an equal opportunities employer and if you have any accessibility needs please get in touch so we can make adjustments to the recruitment process.

Closing date: 23:59 Tuesday 28<sup>th</sup> January 2025

Interviews will take place in the week beginning 10<sup>th</sup> February 2025, preferably on site at the Museum, TW8 0EN

If you have any queries on any aspect of the appointment process, need additional information, or wish to have an informal discussion, please contact: Hannah Harte, Museum Director, at [Hannah.harte@waterandsteam.org.uk](mailto:Hannah.harte@waterandsteam.org.uk)