



19th July 1545: when their world stopped, our story began

## Mary Rose Trust

### Job Description

Job Title: Finance Assistant  
Reports to: Finance Manager  
Location: Mary Rose Trust Offices  
Hours: 20 -25 hours per week, worked Monday - Friday

Mary Rose is Henry VIII's favourite warship, sunk in battle against a French invading force and raised dramatically from the Solent in 1982. The ship, along with a unique collection of Tudor artefacts is now displayed in a sensational purpose-built Museum in Portsmouth Historic Dockyard. The experience is receiving fantastic visitor feedback and has been shortlisted for a number of prestigious awards. Recently the Mary Rose has begun marketing and selling tickets directly to the public and groups so is seeking to appoint a part time Finance Assistant to join our small Finance Team.

To make a success of this role, you need to be highly organised, pragmatic and customer focused with a keen attention to detail as well as supportive to non-financial staff.

### Roles & Responsibilities

- Day to day finance processes using excel and Sage Line 50, including:
  - Processing purchase orders and matching supplier invoices
  - Preparing and sending customer invoices particularly for groups, schools and hospitality functions.
  - Review accounts receivable reports, contacting customers to chase payments as necessary
  - Support hospitality team with invoicing, supplier costs and commission payments
  - Manage employee expense claims including corporate credit cards and petty cash
  - Banking and donation boxes
  - Ensure all finance processes are followed correctly and coding is accurate
- Provide cover for the Finance team for the inputting of the Daily Sales onto Sage using 'Digitickets' ticketing and EPOS system
- Provide financial information and support as requested
- To undertake any other tasks and duties reasonably required by Finance team.



**Person Specification**

<b>Essential</b>	<b>Desirable</b>
Understanding and experience of accounts processing and reporting including use of excel	Sage Line 50 experience
Friendly and customer focus approach to work	Experience working in a charity or customer facing organisation
Good organisation, analytical and administrative skills	A genuine interest in the Mary Rose Collection
Able to demonstrate detailed, accurate and methodical work	
Confidence when dealing with internal teams, customers and suppliers	
Ability to prioritise workloads	
Ability to work in a team, but also be a self-starter	
Excellent communication and interpersonal skills	

*This is a description of the job as it is at present constituted. Employees' job descriptions may be examined by management at any time to either ensure that they relate to the job currently being performed, or to incorporate proposed changes. Management reserves the right to change a job description after consultation with the employees concerned. The aim will be to reach agreement to reasonable changes consistent with the employee's band and status.*

*Post holder must meet Naval Base security requirements.*