



Mary Rose Trust Role Profile

Job Title: Finance Assistant

Reports to: Finance Director

Location: Mary Rose Trust Offices and Museum, within the Portsmouth Historic Dockyard

Hours: 37 hours per week, typically worked Monday – Friday

The Mary Rose Trust is a charity operating the Mary Rose Museum within the Portsmouth Historic Dockyard. This world-class Museum is an authentic time capsule bringing together Henry VIII's flagship and her unique collection of Tudor artefacts. The Mary Rose Trust continues its work by creating, maintaining and developing an inspirational visitor experience together with conserving and securing the collection and archive, thus enabling lifelong learning and research. The Mary Rose Trust and its subsidiary, Mary Rose Trading Ltd, continue to have ambitious plans with income generation being key to ensure financial sustainability and engagement of future generations. We are seeking to appoint a Finance Assistant to join our small supportive Finance Team.

The Role

As Finance Assistant your role is key to the success of the Finance team, ensuring financial data is processed accurately and in a timely manner. You will be responsible for the processing of Mary Rose Trading Ltd accounts and will be the key finance contact for the Museum's commercial team, supporting them to drive income, including retail and hospitality sales. You will also be involved in key financial processes for the Mary Rose Trust working with both the Finance Manager and Finance Director.

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

Responsibilities

- To manage and process the Mary Rose Trading Limited accounts using Xero, including:
 - Processing purchase orders, supplier invoices and raising supplier payments
 - Processing daily retail sales and raising customer invoices
 - Monitoring retail stock levels including assisting with the annual stock take
 - Providing financial information and working to support the Museum commercial team
 - Credit control and allocation of receipts
 - Bank reconciliation and monthly account processes
 - Work with Finance Director to finalise month end accounts

- To manage key process for the Mary Rose Trust accounts including:
 - Recording and reconciling sales, donations and managing Lloyds Pay & Collect
 - Prepare HMRC gift aid claims, ensuring all data is compliant to HMRC rules
 - Banking and donation boxes
 - Review and prepare monthly volunteer subsistence claims and raise payments
 - Work with the Mary Rose Trust’s Finance Manager as required

- Ensure accurate record keeping and that all finance processes are followed correctly with a commitment to continuous process improvement.

- Respond to auditor requests during annual external audit.

- To undertake any other tasks and duties reasonably required by the Finance Team.

Person Specification

Essential	Desirable
Previous experience within a finance or accountancy role	AAT or working towards
Experience with accountancy software, e.g. Xero	Experience of working in a visitor or customer facing organisation
Strong excel skills	Experience of VAT partial exemption
Thorough understanding of accounts, financial processing and reporting	A genuine interest in the Mary Rose and Tudor history
Excellent attention to detail and accuracy	Experience working for a charity
Good organisational, analytical and administrative skills	
Effective time management, ability to prioritise work and meet deadlines	
Confidence when dealing with internal teams, external suppliers and other third parties	
Strong communication and interpersonal skills	
A proactive and team focused approach	