



**THE  
BRUNEL  
MUSEUM**  
THAMES TUNNEL  
1825 - 1843

**Finance & Business  
Administrator  
The Brunel Museum  
Job Description and  
Person Specification**

## **Finance & Business Administrator, The Brunel Museum**

**Hours:** Part Time (3 days per week)

**Salary:** £12,500 (for six month contract, with possibility to extend)

### **Role Summary**

The Brunel Museum is seeking a Finance & Business Administrator, who will report to the Museum Director and work with the existing team across all areas of Operations. The role will cover multiple disciplines, from processing invoices through to developing new business leads and monitoring Museum performance, submitting reports to the Board of Trustees as necessary. This wide ranging role presents a great opportunity for a highly organised individual who is determined to make a positive impact.

To be successful in this role you will take a highly structured approach to your work, setting up processes and procedures to enable future sustainability across the organisation.

The applicant should be comfortable working under their own initiative to directly affect internal processes to deliver operational improvements.

### **The Brunel Museum, Rotherhithe**

The Brunel Museum marks the site of the World's first Tunnel built under a navigable river, anywhere in the world. Devised by the renowned inventor, Marc Brunel, the tunnel was completed in 1843 by Marc and his son, Isambard. The project marked the start of Isambard's great career across many branches of Engineering.

The Museum aims to share the incredible stories of the Brunel's, whilst cementing the importance of the site for the local community and encouraging participation across the engineering industry by young people, especially from under-represented groups including Women and Black, Asian and Minority Ethnic (BAME) communities.

It's an exciting time for the Museum. Following our re-opening after a period of closure due the COVID-19 pandemic, the Museum was awarded support from the Government's 'Culture Recovery Fund' programme. With this new funding the Museum aims to engage with new audiences by delivering an innovative 6-month programme of events and activities, whilst restructuring its operations such that the Museum continues to deliver on its mission long into the future.



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## **Main responsibilities**

### **FINANCE (40%)**

- Documenting finance procedures;
- Maintaining financial controls and procedures ensuring they are running smoothly;
- Raising sales invoices and chasing overdue payments;
- Posting monthly journals for all income streams;
- Entering purchase invoices and expense claims on accounting software and maintaining digital filing systems;
- Checking expenditure has been authorised in line with policy;
- Setting up payment runs on online banking;
- Allocating bank transactions in accounting records;
- Monthly reconciliation of bank accounts and control accounts;
- Posting of other monthly accounting journals, e.g. depreciation, stock movements etc.
- Other ad hoc tasks as requested by the Museum Director, Treasurer and other Museum management.

### **BUSINESS ADMINISTRATION (40%)**

- First point of contact for incoming communications and managing general enquiries;
- First point of contact for all third party organisations working with the Museum.
- Reporting of Museum performance including, but not limited to: visitor numbers, social media statistic, shop sales, donations, overall revenue and expenditure figures
- Managing organisational and office administration, including record-keeping, supplies, databases and IT systems;
- Contributing to Museum communication channels (including Website, Social Media and Newsletters) relevant to ongoing museum activities.
- Streamlining operational processes wherever possible to support sustainable operations in the future

### **GENERAL ONSITE OPERATIONS (20%)**

- Managing the general upkeep of the Museum space
- Taking suggestions on potential Site/Operations improvements from Staff and Volunteers and actioning them.

You will become a key holder to the Museum, serving as 'last resort' cover for opening and locking up where Volunteers or other Staff members cannot meet the agreed rota.



**Person specification**

<b>Essential</b>	<b>Desirable</b>
Bookkeeping or equivalent experience	Bookkeeping qualifications (AAT for example)
Proven experience of working as part of a team in a small organization	Experience of working, or volunteering in a museum or the charity sector is desirable but not essential
Use of accounting software, or highly proficient use of MS Excel.	Experience of using accounting software, preferably Quickbooks
Highly organised, ready to handle a broad range of day to day tasks	An appreciation of and interest in science and engineering and the Brunel dynasty
Ability to prioritise, work independently and manage a varied and complex workload	
Confident communicator, the ability to support, motivate and develop working relationships with people at all levels	
A hands on attitude and proactive approach, solutions based problem solver	
Computer literacy in main Microsoft packages – i.e. Office 365 suite	

**Applying for the post of Finance & Business Administrator at the Brunel Museum**

Please email your CV, a covering letter - explaining why you are applying for the post and how you meet the person specification - and the names of two referees, in an email addressed to: [nick.mansell@thebrunelmuseum.com](mailto:nick.mansell@thebrunelmuseum.com). Please mark the subject line 'Finance & Business administrator - Brunel Museum'.

**The closing date for applications is midnight on Friday 30 October 2020.**

We are not able to accept late applications or respond to unsuccessful ones.

The Brunel Museum, Railway Avenue, London, SE16 4LF

[www.thebrunelmuseum.com](http://www.thebrunelmuseum.com)

Please note that The Brunel Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act.

The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.



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## **Appendix 1**

### **The Brunel Museum's Charitable Objects:**

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.

### **The Brunel Museum's 6 Strategic Aims 2019- 2024:**

1. We will put place-making at the heart of Brunel's London story.
2. We will interpret broadly the many stories of our buildings and our collection.
3. We will bring more people to Brunel's story and legacy.
4. We will help to inspire a new generation of engineers.
5. We will encourage growth and sustainability through commercial prowess.
6. We will ensure effective governance and administration.