



Didcot Railway Centre

Application Pack: Finance Manager

July 2020

Salary:	c.£22,000 per annum
Hours:	Part-time (3 days, or 21 hours, over 5 days)
Location:	Didcot, Oxfordshire
Reports to:	Chief Executive
Responsible for:	Finance Team (Accounts Manager/Bookkeeper)

This application pack contains the following information:

1. Job description
2. About Didcot Railway Centre and the Great Western Society
3. How to apply

1. Job Description

Didcot Railway Centre is looking for an experienced and enthusiastic finance professional to join the organisation at this exciting time, following a restructuring of the senior management team and adoption of a bold and ambitious new Vision, Mission and Values.

The finance function is key within the new organisational strategy and to achieving the growth and development required to ensure Didcot Railway Centre engages and inspires wider, more diverse audiences than ever before. Through effective management of all aspects of organisational finance, including budgeting and forecasting across the entire museum, the Finance Manager will work closely with the Chief Executive and budget holders in all departments. Through the introduction of systems and processes to ensure robust and future-focused financial management the post holder will play a key role in identifying opportunities for income growth, cost reductions and the identification and control of potential risks to successfully achieving targets. The role also includes line management of an Accounts Manager/Bookkeeper.

The new post holder will join a small, dedicated and focused staff team and the large, highly experienced and committed community of volunteers, who are passionate about ensuring many more individuals – of all ages and from all backgrounds – can access and be inspired by the heritage and history of the Great Western Railway and today's transport infrastructure which it made possible.

Duties and Responsibilities

- Managing the budget process
- Preparing financial information and accounts
- Analysing and reporting on financial performance against budget
- Providing regular KPI reporting and analysis, identifying financial and non-financial KPIs for use when measuring departmental performance
- Develop and implement sound financial managements systems
- Preparing forecasts as required during the financial year
- Streamlining accounting functions and operations
- Creating an efficient link between ticketing and commercial processes and the central accounting system
- Managing the finance function (one member of staff)
- Handling banking arrangements (bank mandates, authorisation levels, etc)
- Ensuring that the senior management team (SMT) and Board are well informed regarding organisational performance against budget and practical cashflow concerns
- Liaising with the Society's Treasurer in connection with the production of statutory accounts and the progress of the annual statutory audit
- Providing the fundraising team with financial information required as for funding applications and reports
- Attending Finance and General Purpose Committee meetings

Person Specification

- Proven experience in finance management, including budgeting, forecasting and management reporting
- Excellent communication skills with members of staff and senior volunteers
- Excellent interpersonal skills
- Auditing experience
- Compliance oriented
- Proficiency in accounting software with high-level Excel skills
- Excellent analytical skills
- Experience of charity accounting and the specific regulations affecting the sector
- Business development experience with a strong commercial focus.

Qualifications

- ACA or ACCA qualified
- Or working towards one of the above qualifications, with demonstratable financial experience in a comparable organisation.

2. About Didcot Railway Centre and the Great Western Society

The Great Western Society was formed in 1961 and moved to its current location in 1967. Didcot Railway Centre preserves the history of the Great Western Railway as a living museum occupying a 20-acre site in the heart of the Victorian railway town of Didcot in South Oxfordshire, the centre welcomes c.50,000 visitors per year ranging from families and school groups to historians and heritage rail enthusiasts.

Housing the largest collection of Great Western Railway engines, carriages, wagons and other artefacts, Didcot Railway Centre is also home to the Coal Stage and Engine Shed (both Grade II listed). Ambitious plans for redevelopment of the site will see these buildings restored alongside the delivery of new buildings to ensure all visitors benefit from the best onsite experience possible.

Our Vision, Mission and Values

Our vision is for Didcot Railway Centre to be recognised for the international importance of its collection and the value of bringing to life the golden age of steam as a dynamic Living Museum.

Our mission is to fulfil our potential as a heritage venue at the centre of its community. Accessible to all, striving to engage and inspire the widest possible audiences in the history and heritage of the Great Western Railway – the pioneering transport infrastructure that laid the foundations for contemporary transport innovation.

Values

Authentic | Welcoming | Engaging | Innovative | Great Quality | Sustainable.

3. How to apply

To apply please send a copy of your CV and a covering letter detailing your experience and explaining how you meet the person specification to recruitment@didcotrailwaycentre.org.uk by 5pm on Monday 10 August 2020. Initial interviews will be scheduled for Monday 17 August.

Please make your subject line 'Application: Finance Manager' and include details of two referees, your current salary and information regarding your availability. Please also state whether there are any restrictions on your right to work in the UK.

The Equal Opportunities Monitoring Form should also be completed and included with your application however this will not form any part of the interview decision-making process.

Safeguarding

Didcot Railway Centre is committed to safeguarding and promoting the welfare of all visitors, volunteers and staff. All staff are expected to share the same level of commitment and a DBS check may be required for successful applicants.

Equality Statement

The Great Western Society (GWS) is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that the Society will be representative of all sections of society and that each member of staff and volunteer feels respected and able to give of their best.