



Department:	Finance & Assets
Location:	Compton Verney Art Gallery & Park
Reports to:	Finance Manager
Key relationships:	Internal: <ul style="list-style-type: none"> • All departments External: <ul style="list-style-type: none"> • Payroll provider • Bank • Core contractors and suppliers • Auditors
Contract Type:	Permanent
Hours per week:	30 hours per week (spread over 5 days)
Salary:	£23k FTE
Constraints:	Rural location so driving license required.
Date:	April 2021

Compton Verney Art Gallery and Park

We are an award-winning gallery, based in a Grade I-listed Georgian mansion amidst 120 acres of Grade II-listed Lancelot 'Capability' Brown parkland in Warwickshire. With six permanent collections (Naples, Northern European Art 1450-1650, British Portraits, Chinese, British Folk Art & The Marx-Lambert Collection) and a schedule of thought-provoking changing exhibitions and events, we are an accredited museum, and a registered charity. For more information about Compton Verney, visit www.comptonverney.org.uk **Twitter** @ComptonVerney / **Facebook** /ComptonVerney / **Instagram** @Compton_Verney

Main Purpose of the Role:

Reporting directly into the Finance Manager, this position requires you to play an important part in the effectiveness and efficiency of the Finance department and therefore contributes to the success of the organisation as a whole. To assist and contribute to all aspects of the running of the Finance department which will include the nominal ledger, sales ledger, purchase ledger, management accounting, cash management, bank and balance sheet reconciliations, VAT returns, staff expenses and petty cash.

Role Responsibilities:

- Assist in administering the purchase order & purchase ledger system i.e. processing and controlling all invoices and expenses, raising and recording all payments including credit card and ad-hoc purchases, accruals and prepayments
- Assist in administering the sales order & sales ledger system



- Assisting with the preparation and dissemination of management accounts and analysis; creating and providing financial reports and analysis on an ad-hoc basis
- Assist in preparation of year end accounts and point of contact for external auditors
- Assist in complete and delivery of operational information/payments to HMRC, National Statistics and other government and regulatory bodies as required (including VAT returns)
- Administrating staff & volunteer expenses, mileage claims, and payroll duties
- Liaising with auditors
- Liaising with the bank to organise payments/collections/deposits
- Cash handling including petty cash
- Assisting in supporting and advising staff members on financial matters
- Assist in maintaining financial databases
- Stationery ordering
- Any other duties which are compatible with the overall scope and authority of the role

Compliance Equalities

- To promote equal opportunities at all times, to plan accordingly to encourage the widest level of engagement, from the widest range of audiences, removing barriers to access and ensuring representation in public programmes.

GDPR

- Ensure that data is appropriately used and collected at all times

Health and Safety

- Responsible for your own personal safety, in addition to others who may be affected by the company's activities. Ensure that all H and S and Safeguarding protocols are in place for all events at all times, undertake risk assessments, method statements and report on any incidents in a timely and effective way to protect audiences and staff.

Safeguarding

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the Safeguarding Policy and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

Financial Controls and Budgets

- Assist in meeting Compton Verney's financial regulations and ensure employee adherence to the internal financial procedures

Environmental Policy

- Ensure that the most effective production and delivery that least impacts on the environment is applied in all areas



We are committed to developing an organisation that is representative of diverse communities and welcome applications from all sections of the community. The following groups are currently underrepresented: Disabled, Black, Asian and ethnic minority groups.

Person Specification – all essential criteria
QUALIFICATION & ATTAINMENTS <ul style="list-style-type: none">• A minimum of Maths GCSE and educated to A level• Holder of recognised accountancy qualification
WORK EXPERIENCE <ul style="list-style-type: none">• Experience in running sales ledger, purchase ledger and cash book• Assisting in producing Financial Accounts to Balance Sheet• Experience of ensuring finance processes, procedures and controls meet business needs• Experience of working in a similar broad role in finance• Sage 50, 200 or 500 systems administration or similar• Payroll administration• Experience of budget control and working in a commercial environment• Experience of working with non-finance company IT systems
SKILLS <ul style="list-style-type: none">• Excellent IT skills – particularly advanced use of Excel• Ability to work accurately and flexibly to meet deadlines and manage peaks in workload• Excellent interpersonal and communication skills particularly with non-finance staff• Ability to follow financial procedures and make suggestions for improvements
CHARACTERISTICS <ul style="list-style-type: none">• Honest, reliable and commercially astute• Confident to act on own initiative, self-motivated• Capable of taking responsibility, decisions and prioritising tasks.• Positive and personable with a pragmatic approach to problem- solving



One Compton Verney

A manifesto for an extraordinary place

1

An extraordinary place

We are One Compton Verney: more than an art gallery, a house and a park. Rather than separate elements, our exhibits, interpretation, education, activities, experiences, events, facilities, services and digital presence are deeply integrated. We deliberately blur the perceived boundaries between visual and performing arts, indoor and outdoor, architecture and landscape, science and nature, creativity and learning, digital and analogue, and visiting and participating.

2

We connect everyone to art, nature and creativity

Our galleries, spaces and grounds are places for contemplation, conversation, music, performance, storytelling, learning, making, gardening, play, and creative response. This fascinating and ever-changing cultural kaleidoscope is magical it envelops you and invites your engagement. This engagement promotes visitors' wellbeing, physical and mental health.

3

We're a catalyst for ideas

We are a platform for dialogue, debate and interaction with society: a generator of new ideas and a facilitator of how to action them. To do this, we convene artists, creatives, writers, dancers, musicians, scientists, academics and specialists with our audiences. Together, through discussion, debate, research, experiment, co-creation, dynamic encounters and unique experiences, we explore contemporary ideas, innovative solutions to pressing problems, new interpretations, multiple perspectives and challenge traditional narratives.

4

We invite you to spend deep, meaningful time

A visit to Compton Verney is an extraordinarily immersive experience with a profound sense of place. We want you to relax and spend deep, meaningful time in our landscape, and with our art. But we can also animate and provoke, stimulate and heighten all of your senses. We invite you to roam, explore and discover, to be yourself, lose yourself and find yourself, feel free, and maybe try something you have never done. For you and those you love, we want your visit to be joyful, playful, surprising and delighting. Your search for truth and beauty will bring food for thought and a feast for the soul. A visit to Compton Verney is a tonic: it energises, nourishes, rejuvenates and uplifts.

5

We experiment, influence, ignite and inspire

Everything we do is done with careful reflection, great commitment and attention to detail. Our knowledge base, expertise, reach and international standing give us the authority to innovate. We are agile and proactive, inventive and entrepreneurial and have the courage to take and manage risks, learning from every experiment. We influence arts practitioners, environmentalists and scientists, igniting and inspiring the next generation.



6 **We think globally and act locally**

We take a stand and contribute to a better, kinder world. Specifically, we champion environmental sustainability, build audience diversity and equity, deliver transformative learning outcomes and commit to social responsibility in everything we do.

7 **We're for everyone**

We reach out to engage the widest possible audience. We welcome you and your family to ours and invite you to join us. We support our visitors to feel safe, at ease and at home. We count on your support to sustain Compton Verney for the future. We want one visit to mean that you will carry a piece of us with you until you return.