Finance Assistant – Haslemere Educational Museum

Haslemere Educational Museum is looking for an organised, reliable and detail-focused Finance Assistant to support the day-to-day financial administration of our independent museum.

Working closely with the Finance Trustee, CEO and external accountants, you will help maintain accurate financial records, reconcile income and payments across a range of systems, process supplier invoices and expense claims, manage petty cash and support banking, donations and Gift Aid administration.

The role will also involve some wider office and visitor-facing duties, including opening and closing the Museum Shop, cashing up, answering enquiries and supporting colleagues and volunteers.

We are looking for someone with experience in financial administration or bookkeeping, good numerical and IT skills, excellent attention to detail and a flexible, practical approach. Experience in a charity or cultural organisation would be an advantage.

This is an opportunity to play a valuable role in supporting a much-loved independent museum and its work with collections, education and the community.

Reports to:	Chief Executive (CEO)
Hours:	Part-time (0.4 FTE / 14 hours per week), working days to be confirmed
Location:	Haslemere Educational Museum, Haslemere, Surrey
Salary:	£13.31 per hour
Contract:	Permanent
Pension:	The Museum operates the NEST Workplace Pension Scheme
Holidays:	20 days' annual leave per year, plus statutory bank holidays - pro rata to contracted hours
Notice:	Two months after successful completion of a three-month probationary period, with two weeks' notice during probation

Purpose of the role

The Finance Assistant plays an important role in supporting the effective financial management of Haslemere Educational Museum, ensuring that income, expenditure and financial records are accurately maintained and processed.

Working closely with the Finance Trustee, CEO and external accountants, the postholder will provide day-to-day financial administration across the Museum's activities, including admissions, retail, memberships, donations, events, grants and charitable fundraising.

The role requires excellent organisational skills, accuracy and attention to detail, together with the ability to manage multiple income streams and financial systems in a busy museum and charity environment.

Key responsibilities

Financial Administration

- Maintain accurate financial records using the Museum's accounting systems.
- Manage petty cash and process staff expense claims.
- Process and reconcile direct debits and standing orders.
- Complete daily bank reconciliations and monthly reconciliations of control accounts.
- Reconcile transactions and maintain accurate records across payment and booking platforms, including Worldpay, Stripe, GoCardless, SumUp, Bookwhen and Goodbox.
- Reconcile credit card transactions and statements.
- Prepare cash for banking and arrange the banking of cash takings.
- Manage cash floats for events, activities and day-to-day Museum operations.

Income Processing

- Reconcile Museum Shop takings and admissions income, liaising with colleagues and volunteers as required.
- Administer donations, membership payments and other fundraising income.
- Support Gift Aid administration and maintain the associated records.
- Help manage and monitor online donation systems, researching and supporting the introduction of new fundraising technologies where appropriate.

Purchase Ledger and Suppliers

- Process supplier invoices and prepare payments in line with the Museum's procedures.
- Liaise with suppliers about invoices, payments and account queries.
- Maintain accurate purchase ledger records and help ensure invoices are paid on time.

Financial Reporting and Audit Support

- Maintain accurate financial records and filing systems to support the annual accounts and audit or independent examination requirements.
- Support the Finance Trustee and external accountants with financial reporting and year-end processes.

General Responsibilities

- Maintain the confidentiality of financial, personal and other sensitive information.
- Open and close the Museum Shop and complete cashing-up procedures, when required.
- Available to provide general office support, including answering telephone calls and responding to routine enquiries.
- Welcome volunteers and support front-of-house colleagues, as required.
- Contribute to the effective operation of the Museum as a charitable organisation.
- Undertake other duties appropriate to the role, as reasonably required.

Person Specification

Essential

- Experience of financial administration, bookkeeping or finance support.
- Good understanding of income reconciliation and financial record-keeping.
- Experience of working with accounting software and spreadsheets.
- Excellent attention to detail and accuracy.
- Strong organisational and time management skills.
- Ability to manage multiple tasks and meet deadlines.
- Communicate clearly and work collaboratively with staff, volunteers, trustees and external suppliers.
- A flexible and proactive approach.

Desirable

- Experience of working in the charity, heritage or cultural sector.
- Knowledge of Xero Accounting Software.
- Knowledge of Gift Aid administration.
- Experience of managing multiple payment platforms and online income systems.
- Understanding of audit processes and financial controls.
- Experience of membership, donations or fundraising administration.

Personal qualities

The Museum is looking for someone who is:

- Accurate, with strong attention to detail.
- Well organised and able to manage competing priorities.
- Reliable and able to meet deadlines.
- Proactive, flexible and willing to help where needed.
- Collaborative, with the ability to communicate effectively with a range of people.

How to apply

For further information, please visit www.haslemeremuseum.co.uk/vacancies

Applications should comprise a CV and covering letter addressed to the HR Department and emailed to manager@haslemeremuseum.co.uk

Closing date: 12 noon on Monday 16 November 2026.

Please let us know within your covering email if you require any adjustments to the interview process.

Haslemere Educational Museum
78 High Street, Haslemere, Surrey, GU27 2LA
T: 01428 642112 | enquiries@haslemeremuseum.co.uk | www.haslemeremuseum.co.uk

Museum Patrons: Rt. Hon. Baroness Bottomley of Nettlestone, Roger Dellar ROI, RI, DS, Sir Vernon Ellis, Loyd Grossman OBE, FSA, Rt. Hon. Jeremy Hunt MP, Philip Jackson CVO DL, Sir Rob Margetts CBE, FREng, FIChemE, Sir Andrew Motion FRSL

Haslemere Educational Museum is a charity registered in England and Wales (charity number 1071244); and a company limited by guarantee, registered in England and Wales (company number 3203702). Registered office: 78 High Street, Haslemere, Surrey GU27 2LA

Haslemere Educational Museum is committed to equal opportunities and welcomes applications from all sections of the community. We are committed to creating an inclusive working environment where everyone is treated fairly and with respect.

Therefore, all jobs at Haslemere Educational Museum are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age.

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