

Job Description

Job Title: MANAGEMENT ACCOUNTANT (Full Time)

Salary: £40k per annum

THE GARDEN MUSEUM

The Garden Museum in London is Britain's only museum of the art, history and design of gardens. In addition to the museum, the charity has a café and shop, is a venue destination and a key partner in local and other garden projects. The charity has a total income of c.£3.9m and a team which consists of c33 permanent employees, and a number of casual workers and volunteers - whose contributions are key to our success

MAIN PURPOSE AND SCOPE OF THE JOB

We have a fantastic opportunity for an experienced and competent Management Accountant. The role is suitable for someone with ideally at least 3 years experience with strong all-round knowledge and accuracy, particularly in month-end processes, bookkeeping (including oversight of accounts payable and receivable processes), ledger experience (ideally Xero), the experience of management accounts, cash flow, VAT, audit processes, gift aid.

ROLE RESPONSIBILITIES

Main objectives:

- To ensure an efficient and effective finance function
- To deliver effective daily financial operations and controls and the provision of quality reporting to help accurately manage the financial activities of the organisation
- To provide guidance to staff on financial policy and procedure
- To provide support to the part-time FD and implement any new directives for the Finance function, as instructed

Summary of duties:

The provision of accurate and timely business support and analysis, including:

- Responsible for the ongoing day-to-day running of the company's financial systems, primarily on Xero accounting software and Excel.
- Management of month-end process ensuring all procedures are completed including bank reconciliations.
- Support departments in finance reports in liaison with department contacts, discuss/resolve any variances.
- Delivering other ad hoc reporting and analysis for all departments as required
- Ad hoc financial guidance and input for departments as required, ensuring a high level of responsiveness and assistance, particularly for larger one-off projects.
- Develop, review and document all financial systems and procedures and keep information and processes up to date, (Soldo Card, approval & posting of purchase invoices)
- Balance sheet – posting and reconciling all the balance sheet accounts including the processing of prepayments, deferrals and accruals as required
- Building and maintaining excellent relationships and levels of customer service across the GM
- Supporting the part-time Director of Finance in the development of the finance system in relation to management reporting and analysis
- Assisting in maintaining and improving our internal controls and processes as the finance function continues to grow
- Work with external partner to ensure that the annual accounts are provided in a timely manner

- Ensure annual Gift Aid claims are completed and processed in a timely manner
- Manage the accounts payable process and ensure all invoices are posted correctly, and paid in line with company policy.
- Oversee the accounts receivable process and ensure all sales invoices are posted correctly.
- Review debtors weekly and take action to ensure invoices are settled in good time.
- Review and resolve any issues with monthly bank reconciliations.
- Prepare management accounts, cashflow and other papers, as required.
- Monthly Payroll: To ensure:
 - correct posting and reporting, so as to enable Finance Director review and authorisation for payment;
 - all PAYE and pension contributions are submitted and paid on time
 - effective interaction with the HR manager who prepares and manages the monthly payroll and the company auto-enrolment pension scheme)
- Compilation and submission of monthly payroll to external payroll provider including staff salaries, reviewed by the Finance Director.
- Support in monitoring and to ensure the company's compliance with financial and finance-related regulations including tax, VAT, accounting regulations, Charity Commission, Companies' House (including SORP, SOFA) and Charities Act.
- Responsible for ensuring that all transactional processing happens efficiently and effectively.
- Manage and maintain the fixed assets register ensuring the company has accurate and relevant information on all assets.

General responsibilities:

- Participate in staff meetings and appropriate working groups
- Carry out any other reasonable duties, in line with role requirements or as instructed by your line manager
- Follow organisational policies and practices.

POSITION IN ORGANISATION

- **Reports To:** The part-time Finance Director

PERSON SPECIFICATION

Essential

- Ideally a minimum of 3 years' experience of working in a financial accounting role
- Holds a professional finance qualification, part-qualified, or qualified by experience but also currently training to obtaining a recognised accounting qualification (ACA, ACCA, CIMA or equivalent)
- Experience of:
 - the key areas of accounting processes and systems, including management accounts, trial balance and nominal ledger, purchase and sales ledgers, banking and cash management, balance sheet, VAT, payroll, budgeting and monitoring
 - working for a charity or charity accounting
- Strong level of IT skills:
 - familiar with Microsoft Office
 - proficient in Microsoft Excel for Accounting (SUMIF, LOOKUP, Pivot tables)

- practical working knowledge of accounting software packages (ideally Xero)
- Excellent attention to detail with high level of numeracy and accuracy, whilst working at a fast pace
- Ability to resolve problems using own initiative and an eye for financial opportunities
- Strong organisational skills and able to work independently, manage and prioritising a busy and varied personal workload, often working to challenging deadlines
- Has a "continuous improvement" mind set, questioning processes and investigating better ways of working within the role
- Highly self motivated, with the willingness to get more involved as time will allow
- Excellent communication skills, both oral and written, with the ability to interpret and communicate financial information to non-financial colleagues
- Enthusiasm for team building and strong working relationships
- Excellent interpersonal and communication skills, with the ability to present numbers
- A team player with a flexible, "can do" attitude, taking initiative to solve problems

Desirable

- Experience of working in an Museum or creative organisation
- Able to identify opportunities to improve efficiency of processes and implement them as appropriate

Benefits

- 27 days annual leave per annum plus Bank Holidays
(This is inclusive of the mandatory closure period between Christmas and New Year)
- Pensions Auto Enrolment and Staff Discounts in the Café, Museum Shop & Museum.

Application

- Please email a CV and covering letter outlining your skills and experience in relation to the job description to: roz@gardenmuseum.org.uk
- Mark the subject box: MANAGEMENT ACCOUNTANT
- **Closing date for applications: Midnight on Tuesday, 21st October 2025**

We regret that we are unable to respond to all applicants, you will only hear from us if we wish to invite you to an interview (Interviews will be scheduled for Tuesday, 28th October)

Equal Opportunities

The Garden Museum aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. The Garden Museum respects and values diverse characteristics. We are committed to positively engaging and celebrating the differences between our diverse staff and users, to enabling us to achieve our aims within the organisation and the external community.

