

Finance Officer/manager  
Part time, fixed term with  
possibility of extension.



Castle Bromwich  
Historic Gardens

Flexible qualified finance officer needed for small charity heritage attraction as it recovers from the pandemic.

Supported by the government's Cultural Recovery Fund **the Gardens' Trust** wishes to employ, on fixed contract, an experienced person to support the very small team of staff and volunteers

Currently the General Manager has responsibility for preparing budgets, purchasing, monitoring and reporting on all financial processes in the Charity.

More recently she has been supported by 4 hours p.w. of volunteer bookkeeping and a new Honorary Treasurer, who is a Trustee of the Charitable Trust which governs the organisation.

During the pandemic it has become evident that the workload has to be differently distributed.

Initially the post is likely to be appx 2 days per week for three to four months, with a possibility of extension.

Current situation

The Trust operates in a mixed funding landscape; a growing proportion of earned income, unrestricted grants and donations and restricted funding for more or less defined projects and activities.

Salaries are processed via an external organisation but the Trust now wishes to bring that in-house to run alongside other payroll functions.

General roles/tasks

The post-holder will be expected to take responsibility for using current systems and working with the Treasurer, General Manager and others to improve and develop others.

To support the General Manager, and other staff with purchasing budgets, to collate paperwork around purchases.

To manage payments via online banking and support the bookkeeping volunteer with QuickBooks.

Other tasks required to effectively and efficiently manage financial control, banking and reporting will also be required.

**The Trust's annual turnover is generally under £200k, but having been successful with a** number of grant and project bids this will rise in the coming year.

Supporting the General Manager to run discrete project budgets and prepare for internal and external reporting on those budgets will be a new factor in the coming year.

To plan and effect, with the help of Trustees and General Manager, the transfer of payroll services in house and to oversee that payroll process subsequently.

To actively support the prepare for independently examined Annual Accounts (the Trust is a charity and a company limited by guarantee).

## Requirements

In normal times flexible working would be the norm, with workspace would be available in the Gardens with some work being able to be completed from home.

In the current situation most work, and initial discussions and interviews, can be done online and via Zoom.

It is expected that the applicant for this post would be familiar and comfortable with online working and technology, although it is not expected they be experts in QuickBooks or Zoom specifically.

Familiarity with small business and/or charity finances would be a distinct advantage.

## Salary expectation

£21k-£23k pro rata

## To apply

Please send a cv and covering letter/email to [cbhallgardens@gmail.com](mailto:cbhallgardens@gmail.com) outlining what your experience and current situation would bring to the post.

**(please write 'finance officer' in the subject line of your email)**

The post will remain open until it is filled.

The Gardens are currently closed to the public and we are largely working from home. If you would like a preliminary phone discussion about the work, please email the address above and suggest a time.



Castle Bromwich Hall and Gardens Trust, Chester Road, Castle Bromwich, Birmingham B36 9BT.  
0121 749 4100, [cbhallgardens@gmail.com](mailto:cbhallgardens@gmail.com), <https://www.castlebromwichhallgardens.org.uk/>  
Charity no 516855, Co. ltd. by G'tee 1944650

Finance Officer Post