

Job Title: Admin & Finance Assistant

Location: Home based with occasional travel to the partner museums

Responsible to: CEO, Wessex Museums Trust

Working Days/Hours: 0.6 FTE / 22.5 hours per week

Contract Durations: Fixed term to 31 March 2026

Salary: £21,000 - £23,000 (pro rata), depending on experience

INTRODUCTION:

Wessex Museums is a thriving consortium of the principal museums and art galleries across Dorset and Wiltshire that share the stories of Wessex from prehistory to now, namely:

- Poole Museum (and Scaplen's Court)
- Dorset Museum
- The Salisbury Museum
- Wiltshire Museum
- Swindon Museums (STEAM Museum, Swindon Museum and Art Gallery, Lydiard House and Art Gallery)

Our purpose is to build the resilience and relevance of the museums in our partnership and across our region. Our mission is to support museums to connect, inspire and add value to people's lives.

Wessex Museums Trust is a registered charity and an Arts Council England (ACE) National Portfolio Organisation (NPO) for the period 2023-2026, during which time we have an ambitious collaborative programme to deliver. The Trust has a small staff team (3.2 FTEs) but also works closely with staff in the partner museums, as well as freelance contractors, suppliers and other stakeholders. The Wessex Museums staff team works remotely, with occasional meetings in the partner museums.

The Wessex Museums Trust requires a highly organised administrator with excellent people skills and a good working knowledge of Microsoft (Teams & Sharepoint) and Xero systems to support our executive and staff teams, and operations. The successful candidate will be highly self-motivated, able to work independently, and demonstrate commitment to contributing to the success of the Wessex Museums.

MAIN PURPOSES:

The Admin & Finance Assistant is a key member of the small, central Wessex Museums Team, responsible for a range of administrative tasks in support of the charity, its Board of Trustees and the wider museums' partnership. The main purposes of the role are to:

- Provide administrative support for the Wessex Museums Trust and its trustees, the CEO and staff team, and the wider museums partnership in support of our activities.
- To be Wessex Museums' first point of contact, liaising with and supporting a wide range of stakeholders including trustees, staff in the partner museums, contractors and suppliers.
- To be an active member of the Wessex Museums team, recognising areas where administrative support is needed and demonstrating a willingness to support the team as required.

MAIN RESPONSIBILITIES:

1. Organising and taking minutes of meetings online and in person, including the Wessex Museums Trust Board, team meetings and other partnership working group meetings. Preparing and distributing minutes post meeting.
2. Maintaining the Wessex Museums Sharepoint and Teams sites, general email inbox, including managing access, folders and files, and dealing with correspondence.
3. Raising invoices and managing payments for the charity using online accountancy software (Xero) online banking. Liaise with suppliers, partners and funders to ensure prompt payments, and with the charity's accountants, as required.
4. Organise events including liaising with host venues, organising catering, managing invitations and RSVPs.
5. Support the trustees, the CEO and other members of the Wessex Museums team with diary management and other administrative tasks, as required.
5. Manage staff expenses claims and annual leave requests, including ensuring information is provided and approved in a timely manner, and providing updated information to the charity's payroll administrators.
6. Reviewing the efficiency of existing systems and setting up new administrative systems to better support the work of the charity and help to reduce carbon emissions wherever possible.
7. Contribute to wider strategic planning and delivery for Wessex Museums, within area of expertise.
8. To travel to occasional team and partnership meetings in Dorset and Wiltshire, in an agreed manner, which could include lone-working and carrying of materials in a vehicle.
9. To participate in training and development in relation to the post and the partnership.

10. To undertake such other duties as may be required from time to time commensurate with the level of the post.
11. To comply with all decisions, policies and standing orders of the Wessex Museums Trust and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by: Kristina Broughton

Dec 2023

