



**Finance & Administration Officer (Part-Time)**  
**Lyme Regis Museum**

**Salary (£24,500-26,800 PRO-RATA)**

Looking for a flexible, varied role in a truly special place? Lyme Regis Museum—one of the South West's most recognised and much-loved museums—is looking for a friendly, organised and detail-focused Finance & Administration Officer to join our small, supportive team.

This is a fantastic opportunity to play a key role in the day-to-day running of the Museum, supporting its continued development and growth while working in a unique heritage environment.

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**The Role**

You'll work closely with the Museum Director to keep our financial and administrative operations running smoothly. From bookkeeping and payroll support to maintaining records and helping ensure compliance, you'll be at the heart of how the Museum operates behind the scenes.

This is a part-time position offering flexibility, making it ideal for someone looking to balance work with other commitments.

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**What You'll Be Doing**

**Finance**

- Managing day-to-day bookkeeping using Xero
- Handling weekly banking and cash reconciliation
- Raising and paying invoices
- Liaising with our Accountant to support financial reporting and annual accounts
- Producing regular sales, retail and financial reports
- Supporting payroll preparation (timesheets, data collation)
- Tracking grant income (e.g. Arts Council England) and submitting Gift Aid claims
- Assisting with budgeting and financial monitoring

**Administration**

- Maintaining accurate and up-to-date organisational records and files
- Supporting compliance with Arts Council and Charity Commission requirements
- Managing IT support and service contracts

- Keeping building and servicing records up to date
- Assisting with meeting organisation and minute-taking

### **People & Governance**

- Maintaining staff, volunteer and trustee records
  - Supporting recruitment and arranging training where needed
  - Ensuring compliance with Charity Commission and Companies House guidelines
  - Coordinating board and staff meetings
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### **What We're Looking For**

- Strong attention to detail and organisational skills
  - Experience with bookkeeping and financial processes
  - Confidence using IT systems such as Xero and Excel
  - A proactive, reliable and flexible approach
  - Someone who enjoys working as part of a small, collaborative team
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### **Why Join Us?**

- Be part of a friendly, passionate team
  - Work in one of the South West's most iconic museums
  - Enjoy a varied and meaningful role
  - Flexible, part-time working arrangements
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If you're looking for a role where your skills can make a real difference, we'd love to hear from you.

*Lyme Regis Museum is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.*

*Director@lymeregismuseum.co.uk*

[www.lymeregismuseum.co.uk](http://www.lymeregismuseum.co.uk)