

## Finance Officer

Part time role:	0.6 Part Time
Based:	Office based – Head Office is based in Redruth
Salary	£25,000 pro rata
Contract:	Permanent
Benefits:	Pension scheme and membership of Cornwall Heritage Trust

### Overview

More likely to be found windswept in wellies at a remote Cornish hillfort than in business suits, the staff at Cornwall Heritage Trust are a fun-loving but passionate team. We are looking for someone who shares our commitment and enthusiasm for Cornwall's heritage and can help move the Trust forward in its drive for growth, resilience and financial sustainability.

2025 marked the 40th anniversary of the charity, which is enjoying an exciting period of growth and evolution. With 20 heritage sites in our care, their management is a key charitable objective and it is also a huge honour and responsibility to look after these special places which form some of Cornwall's most beautiful landscapes and iconic monuments. The charity aspires to add at least one "new" historic site to its care each year.

To support the charity and its expanding operations we are seeking a Part-Time Finance Officer to join our finance team, taking day to day responsibility for processing transactions and supporting the wider operations team.

### About Cornwall Heritage Trust

Formed in 1985, Cornwall Heritage Trust was created in response to fears that many of Cornwall's heritage sites were being "lost" to private ownership and the lack of an organisation with the ability to raise the necessary funds to save these important sites and promote Cornwall's unique heritage.

Between 1985 and 1989, Cornwall Heritage Trust acquired four historic sites around Cornwall, namely Sancreed Beacon, Castle an Dinas, Trevanion Culverhouse and Treffry Viaduct. In 1996, English Heritage approached the Trust with a request to manage six of their free sites in Cornwall, with a seventh being added in 1997.

In 2017, the Trust acquired the field in which Trethevy Quoit stands to protect the setting of the monument. This action led to the Quoit being removed from the Heritage At Risk Register. In 2022, Caer Bran, an important multi-age hillfort site near Sancreed, was purchased by the Trust to protect the nine-hectare site from possible development and intensive agricultural use. Since then, Tregonning Hill, St Cleer Holy Well and Cross, Lammana Chapel and Duloe Stone Circle have also come into the charity's care.

Today, Cornwall Heritage Trust continues to embody the original aims set out nearly 40 years ago – to preserve and strengthen Cornwall's heritage, with the more recent vision of "heritage for one and all".

Alongside the work that we carry out on the sites, we run a highly successful education programme, offer support to other heritage organisations and provide school transport grants, which enable children to visit ancient sites, museums and historic properties across Cornwall. Heritage Promotion also remains a key priority for the Trust and focuses on engagement with the Cornish communities to raise awareness of heritage in Cornwall and the challenges faced.

## The Role

Reporting directly to the Finance Manager, the Finance Officer is responsible for the operation of daily financial functions within Cornwall Heritage Trust's parent and subsidiary companies, comprising accounts payable, purchasing and income control processes and payroll. The Finance Officer will perform a variety of duties, working closely with the Finance Manager and the whole team.

The Finance Officer will be responsible for:

- Maintaining the financial ledger records using Xero, ensuring that financial transactions are recorded accurately with VAT accounted for correctly on a timely basis.
- Ensuring regular payment of invoices, credit card transactions, and administration of staff expenses.
- Performing monthly bank reconciliations, and regular credit control procedures.
- Preparing and submitting payroll data and ensuring timely payment of salaries, pension payments and payroll taxes.
- Producing invoices for the different revenue streams as required.
- Processing membership fees, donations and grants received and allocating them to the appropriate income stream.
- Preparing and submitting regular gift aid claims.
- Assisting the Finance Manager with the preparation of management and year end accounts as required.
- Providing finance support and guidance to the Cornwall Heritage Trust team, including setting up supplier accounts if required and resolving any finance related queries.
- Ensuring robust and rigorous financial processes are in place to protect the charity's assets.
- Attending Trustee sub-committee meetings to take minutes and complete and circulate to agreed deadlines.

*(This is not an exhaustive list and other tasks may be necessary according to the needs of the Trust)*

## Requirements

Attributes	Requirements		Method of Assessment
	Essential	Desirable	
<b>Education &amp; Qualifications</b>	5 GCSEs including Maths and English grade C or 5 or equivalent		Application form and certificates
	A-level or equivalent level 3 qualifications		Application form and certificates
		Formal accountancy qualification: AAT/ACCA/CIMA	Application form and certificates
<b>Knowledge &amp; Experience</b>	1-2 years' experience working in a finance team		Application form and interview
	Expertise with computerised finance systems	Preferably Xero	Application form and interview
	Highly proficient computer skills including Excel	Experience of using Apple Mac computers	Application form and interview
	Good working knowledge of accounting principles	Experience of working in the charity sector and an understanding of charity accounting and SORP	Application form and interview
	Sound understanding of VAT reporting and record-keeping	Experience of partial exemption VAT principles	Application form and Interview
	Working knowledge of payroll processes and HMRC reporting	Experience of running monthly payroll	Application form and Interview
	<b>Skills &amp; Abilities</b>	Strong organisational skills and record keeping capability	
Excellent attention to detail and effective written and verbal communication skills			Application form and Interview
Ability to work to and meet deadlines and targets			Application form and Interview
Excellent communication skills and confident with dealing with a wide			Application form and Interview

	variety of people and stakeholders		
<b>Personal Qualities</b>	Able to manage and prioritise own workflow		Application form and Interview
	Enthusiastic, friendly and flexible		Application form and Interview
	A passion for protecting and sharing the Cornwall's heritage landscapes		Application form and Interview

### Key Accountabilities

- Reporting to the Finance Manager
- Working, as necessary, with the other members of staff but particularly budget holders and the Senior Leadership Team

### How to Apply

An application form can be downloaded from our website; this should be completed with reference to the contents of this document. Please email your application form to [careers@cornwallheritagetrust.org](mailto:careers@cornwallheritagetrust.org) by midday on Tuesday 26<sup>th</sup> May and ensure that your email is entitled "Application for Finance Officer vacancy". You may enclose a CV and covering letter if you wish, **however applications without the application form will be disregarded.**

It is anticipated that, following shortlisting, interviews will take place on Tuesday 2<sup>nd</sup> June. All candidates will be informed of the outcome in due course.

### Contact

If you would like more information about the vacancy, please contact Caroline Hyde by email for an informal chat: [accounts@cornwallheritagetrust.org](mailto:accounts@cornwallheritagetrust.org)

CHT website: [www.cornwallheritagetrust.org](http://www.cornwallheritagetrust.org)