

Candidate Pack **Finance Assistant**

Full Time, 40 hrs per week
Permanent Contract



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is a non-departmental public body of the Department for Culture, Media and Sport (DCMS) and is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister. The Collection is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

The **Finance Assistant** will play a key role in supporting the Finance Team at the Wallace Collection by ensuring the accurate and timely processing of financial transactions, maintaining up-to-date financial records, and assisting in the preparation of financial reports. The role also includes a variety of administrative tasks that contribute to the smooth running of the department. The postholder will demonstrate strong attention to detail, excellent organisational skills, and a high level of professionalism, always maintaining discretion and confidentiality.

The Finance Assistant will work closely with both internal and external stakeholders to ensure accuracy and efficiency in day-to-day finance functions. This position is responsible for processing invoices, expense administration, performing reconciliations, and data entry. The successful applicant must be proactive and willing to take an active role in day-to-day financial procedures and processes.

This role reports to the Finance Manager.



Role description

Accounts Payable

- Maintain the purchase ledger for the Wallace Collection (Charity) and Hertford House Marketing Limited (Trading Company) by processing invoices and liaising with Heads of Department to ensure accurate coding.
- Process expense claims promptly and accurately, ensuring all required authorisations and approvals are obtained in compliance with policies.
- Resolve supplier disputes promptly and escalate when necessary.
- Prepare payment runs for approval in a timely and accurate manner.
- Manage the accounts payable inbox and escalate queries as needed.

Accounts Receivable

- Raise customer invoices for the commercial business (Hertford House Marketing Limited) and ensure timely payment.

Financial Accounting

- Assist with performing monthly bank reconciliations.
- Reconcile the monthly invoicing from our Restaurant supplier (Sodexo).
- Assist with monthly balance sheet reconciliations for stock, debtors (trade debtors, other debtors, and prepayments) and creditors (including trade creditors, deferred income and accruals).
- Process daily shop takings and work with the Retail Assistant and Administrator to identify and investigate discrepancies.
- Prepare weekly cash floats for shop tills according to operational requirements. *(Currently not required as the shop is card only).*
- Assist with monthly counting and banking of Wallace Collection donation boxes.
- Review and process monthly corporate credit card statements, ensuring accurate upload of all expenditures into SAGE.
- Support audit preparation by collating and organising data for audit files, as directed by the Finance Manager.
- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

Person specification

Essential

- Excellent communication skills, both verbal and written.
- IT literate with strong inputting and spreadsheet skills.
- Excellent attention to details and strong organisational skills.
- High standards of presentation, ability to keep calm under pressure and problem-solving mindset.
- Ability to manage and prioritise a busy workload.
- Someone who is friendly, flexible and enjoys teamwork.
- Enthusiasm and passion for the Wallace Collection.

Desirable

- Familiarity with accounting software (e.g. SAGE)
- Currently studying towards an accountancy qualification or intending to commence studies.



Salary, benefits and working hours

The salary for this post is between £30,800 to £31,400 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha – a defined benefit occupational pension scheme (28.97%)
Partnership pension account - a stakeholder pension
- **Interest free travel loans after six months satisfactory service**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **06/09/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **07/09/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



