



Scottish Fisheries Museum
Boats, fish and folk...

Job Description – Office Manager

Post Title: Office Manager- Scottish Fisheries Museum Trust Ltd
Terms: Full-time (37.5 hours per week/5 days); 25 days leave plus 8 days public holidays
Salary: £27,000 per annum. Contributory pension scheme.
Located at: Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

1. Context

The Scottish Fisheries Museum is currently carrying out a strategic review of its operations and staff structure. This post is therefore initially for a 12-month fixed term, with the possibility of extension in its current or adapted form.

2. Background

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum has expanded to occupy several adjacent properties and holds collections of over 65,000 artefacts, including full size fishing vessels.

The Scottish Fisheries Museum has Accreditation as a National Museum and the entire collection is Recognised as being of National Significance. This includes the sailing vessel Reaper, moored at Anstruther harbour. The Museum is graded a four-star attraction by Visit Scotland and is a lead organisation in Industrial Museums Scotland.

The Museum has a small team of 19 paid staff, many of which are employed part time, in curatorial, café and visitor assistant roles. As a charity, overall responsibility lies with the Board of Trustees

3. Office Manager Role

The Office Manager will be responsible for all aspects of office and facilities management, dealing directly with a wide range of people including staff, volunteers, Board Members, suppliers, and contractors. Demonstrable experience of financial administration is required (and knowledge of Xero accounting software or similar is desirable). Experience of staff management or direct supervision is highly desirable.

4. Hours of Work

Hours will be normally 37.5 per week Monday -Friday. The Office Manager is expected to work from Museum premises, during normal operating hours, 09.00 to 17.00, but there is scope for some flexibility in hours, especially as the museum is closed to visitors on Tuesdays. As weekends are the busiest time for visitors, the role involves weekend duty management on a rota basis with other staff over the calendar year with compensating days off in lieu.

5. Main Activities & Responsibilities

Financial & Payroll

- Processing of supplier invoices and posting on Xero accounting system.
- Payment of invoices following authorisation for payment.
- Providing all financial paperwork for monthly returns to accountants.
- Prepare monthly payroll details for the accountants to make payment to staff.
- Processing of daily takings and preparation for banking.
- Prepare and process Gift Aid claims to HMRC.
- Provide reports from Xero Accounting system to Board as required.
- Collate and provide information for auditors for Annual Accounts.

Front of House and Facilities Management

- Ensuring there are sufficient staff on duty, liaising with the Head Curator, and Café Supervisor to draw up weekly/monthly rosters for cleaning, café, front of house staff and duty managers.
- Manage Visitor Assistants, ensuring high standards of visitor reception, and familiarity with processes for admissions, shop sales and completing Gift Aid forms
- Oversee planning and ordering of stock for the café by the Café Supervisor.
- Review shop sales performance, place stock orders and conduct stocktakes.
- Ensure the cleanliness, upkeep and safety of the Museum is maintained by in-house cleaners and handyman, and by external contractors where required.
- Manage extraordinary repair or equipment requirements.
- Ensure appropriate security arrangements (e.g. keys, access codes).

Office Administration

- Maintain office filing system on and off-line.
- Maintain staff, volunteer contact details and HR records including holiday records.
- Collate and safely store all Board of Trustees documentation.
- Retain suite of approved policies and procedures.

Ongoing

- Receive mail and distribute to relevant staff.
- Deal with telephone and email enquiries directly or by transfer to relevant staff.
- Maintain office diary and coordinate bookings and room hire.
- Liaise with curatorial staff to coordinate group bookings and educational visits.
- Set up and support Board meetings (which are mostly conducted on-line)

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder may be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

6. Reporting and Management

This post would ordinarily report to the Director but the post of Director is temporarily vacant whilst the strategic review is underway. The Office Manager will therefore initially report to and support the Vice Chair (as Chair of Resources Committee) for financial and facilities management and to the Chair in respect of Board or other extraordinary matters. Professional accounting support in this role is provided by our accountants who administer payroll and provide monthly Xero reports to the Board.

The Scottish Fisheries Museum Trust is a company limited by guarantee registered in Scotland (Co No 45381) and a Scottish Charity (SC006185). The registered office is St Ayles, Harbourhead, Anstruther KY10 3AB