

# Job Description



Job Title	Accountant/HR Advisor
Location	Bressingham Steam Museum
Reporting to	General Manager
Contract	Permanent – Part Time (0.6FTE)
Hours	22.5 hours per week (flexible, over 3 or more days)

The information given below is intended to provide an understanding and appreciation of the workload of the job and its roles with Bressingham Steam Museum. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

This job description, through business reasons, may be altered from time to time to meet the changing needs of the company.

## Purpose of the Role/Role Overview

To ensure the financial integrity and operational efficiency of the organization by managing accounting functions and providing strategic human resources support. This dual role bridges financial stewardship with people management, contributing to both fiscal health and workforce wellbeing.

## Key Responsibilities

### Accounting

- Maintain accurate financial records, ledgers, and journals in compliance with statutory requirements.
- Prepare monthly and annual financial reports for internal and external stakeholders.
- Manage accounts payable and receivable, bank reconciliations, and cash flow forecasting.
- Oversee payroll processing, ensuring accuracy and timely submission.
- Support budgeting and financial planning activities, including variance analysis.
- Liaise with auditors, tax advisors, and regulatory bodies as required.
- Prepare and submit quarterly VAT returns and Gift Aid claims to HMRC.

### HR Advisor

- Provide guidance on HR policies, procedures, and employment legislation.
- Support recruitment and onboarding processes, including drafting job descriptions and conducting interviews.

- Advise managers on employee relations issues such as performance management, grievances, and disciplinary actions.
- Coordinate training and development initiatives to enhance staff capabilities.
- Maintain HR records and ensure data protection compliance.
- Promote employee engagement and wellbeing through proactive HR strategies.

## Skills & Competencies

- Strong analytical and numerical skills with attention to detail.
- Excellent interpersonal and communication abilities.
- Proficient in accounting software (preferably Xero).
- Sound understanding of UK employment law and financial regulations.
- Ability to manage confidential information with discretion and adhere to GDPR regulations.
- Capable of balancing strategic thinking with hands-on execution.

## Qualifications & Experience

- AAT, ACCA, or CIMA qualification (or working towards).
- CIPD Level 5 or equivalent HR certification preferred.
- Proven experience in both accounting and HR functions, ideally within a similar dual-role capacity.
- Familiarity with charity or nonprofit sector operations.

## Holiday and Benefits

- Annual leave entitlement is 17 days, including public holidays (28 days FTE).
- Auto-enrolment in the company pension scheme with 4% employee and 5% employer contributions.
- Membership of the company health care scheme.

## Appointment Terms

- This post is offered on a part-time permanent basis after a successful probationary period.
- Hours of work can be flexibly worked over 3 or more days a week.
- Appointments are made with a six-month probationary period.

## Equal Opportunities

We are committed to creating a diverse and inclusive workplace where everyone feels valued and respected. We welcome applications from all individuals regardless of age, disability, gender identity, marital status, race, religion or belief, sex, or sexual orientation. We actively encourage candidates from underrepresented backgrounds to apply.

If you require any adjustments during the recruitment process, please let us know - we'll do our best to accommodate your needs.

## Informal Enquiries

For an informal discussion about this role please contact:

Ben Bancroft

General Manager

Tel: 01379 686900

Email: [bb@bressingham.co.uk](mailto:bb@bressingham.co.uk)