



Job Profile

Post: Accounts Assistant
Reporting to: Chief Accountant
Access to: Assistant Accountant plus wider WHC core office team

Purpose

Whitehaven Harbour Commissioners and The Rum Story are seeking an Accounts Assistant to join our expanding team.

This new position is aimed at supporting our busy finance department with processing invoices, inputting a range of data, and carrying out general activities to help with our financial procedures across the harbour estate and The Rum Story.

Having opened as a tourist attraction in 2000, The Rum Story is an interactive experience that provides an authentic depiction of life in 18th century Whitehaven, with the attraction set in the original 1785 shop, cellars, bonded warehouse and courtyard.

WHC is a not-for-profit organisation, safely managing and maintaining Whitehaven Harbour and its environs for the benefit of all. We are committed to optimising our commercial revenues in order to continually improve by reinvesting in our assets, ensuring all of those assets are managed and proactively maintained to provide a safe, sustainable and enjoyable environment and experience for all users.

We are passionate about preserving our 400-year history to drive the future and protect the legacy of this unique local institution, while supporting local businesses and encouraging visitors to the town and wider West Cumbria.

We are proud of our core values, which state that we will:

- actively listen and put people at the heart of what we do
- treat people fairly and inclusively, embracing equality and diversity
- be honest, open and transparent in our dealings with customers, colleagues and partners
- stand up and take responsibility for our actions
- provide a safe and secure environment for all
- strive for continuous improvement and a better future

In addition, our team are helping to shape and deliver two important projects for our organisation this year.

The first is working with Anti Racist Cumbria on *The Rum Story Re-Imagined* project, supported by a grant from the National Lottery Heritage Fund. The aim is to retell the history of The Rum Story and Whitehaven's connection to the trading and trafficking of enslaved people from Africa, resulting in a world-class, relevant and attractive visitor experience.

We also look forward to the opening this summer of The Edge, Cumbria's new coastal activities centre on the harbourside. The Edge has a unique and exciting purpose, not just for watersports and other outdoor activities but a multitude of uses, from community workshops to cultural events, as well as offering

overnight accommodation, café facilities, changing rooms and publicly accessible toilets. The property will be managed by a commercial operator who will liaise with the WHC team and other partners to help deliver a variety of outputs and outcomes for the benefit of the community.

Main duties and responsibilities

General financial admin to include, but not limited to:

- Purchase ledger control
- Debtor management
- Data collection, monitoring activity and liaising with external stakeholders around the harbour estate
- General accounts filing support
- Sales ledger invoicing

Person specification

Essential

- Knowledge of financial processing and reporting procedures
- Experience of using accounts software
- Proficient in Microsoft Office applications, specifically Excel
- Experience of working with complex budgets
- Knowledge of stock control and retail procedures
- Ability to effectively manage time and resources
- Problem-solving and analytical skills
- Experience of inputting and interpreting data
- Comfortable with multi-tasking and prioritising
- Strong grasp of maths
- Ability to keep calm under pressure

Desirable

- AAT Level 2 qualification
- Interest in local history and heritage
- Driving licence and access to vehicle

Headline terms & conditions

Contract: Permanent, part-time position

Hours: 14 hours per week

Salary: £14 per hour (equates to £10,192 pa; FTE equivalent salary £25,480 pa)

Annual leave: Calculated pro rata of 25 days plus statutory bank holidays; this position qualifies for 10 days' annual leave plus pro rata statutory holidays

Pension: WHC operates an auto-enrolment pension scheme through Nest

Notice period: One full calendar month

Probation period: Six months, during which the notice period on either side will be one week

Start date: As early as practically possible for both parties

Working arrangements: WHC and The Rum Story are a seven-day operation and most full-time members of the core office team work five days a week with one hour unpaid lunch break per day. Occasional out-of-hours work may be required, with some weeks involving the post-holder working more than their contracted hours and therefore awarded time off in lieu (TOIL). In exceptional circumstances, paid overtime may be considered, for which arrangements will be agreed in advance.

WHC is responsive to flexible working requests and will take a collaborative approach to finding the right solution, both for the individual and the organisation.

Location: This position is based at The Rum Story on Lowther Street, in Whitehaven.

Additional employee benefits: Staff discount in The Rum Story shop; free parking on WHC car parks.

How to apply

Applications should be addressed to Sarah Lamb, Chief Accountant.

Send a CV and cover letter to Lynn Denvir, Office Administrator, at lynn@whitehavenhc.org.uk or Whitehaven Harbour Commissioners, 27 Lowther Street, Whitehaven, CA28 7DN.

Deadline for applications: 10am Monday 9th June 2025

Interviews: w/c 16th June 2025

Further information: If you have any queries about this new role, or would like an informal discussion before applying, email Sarah Lamb at sarah@whitehavenhc.org.uk or call 01946 590515 (availability generally limited to Tuesdays and Thursdays).

Equal opportunities statement: WHC/The Rum Story are committed to promoting equal opportunities in employment. All job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

We are required by law to ensure all employees are entitled to work in the UK. Prospective employees, regardless of nationality, must be able to produce original documents before employment starts, to satisfy current immigration legislation.