THE DEEP

For conservation, not profit.

Recruitment Pack



ABOUT US

The Deep is an education, conservation charity and public aquarium based in Hull city centre. Having proudly remained a financially independent charity since opening in 2002 and, led by a Board of voluntary trustees, it is solely responsible for its own finances.

The organisation aims to reach as many people as possible, with significant emphasis on accessibility through equality, inclusivity and diversity, and is award-winning in this field.

The Deep is a member of the British and Irish Association of Zoos & Aquariums **(BIAZA)** which represents zoos and aquariums achieving the highest standards of animal care, protecting the natural world through research and conservation, and educating and inspiring their visitors. It is also a member of the World Association of Zoos & Aquariums **(WAZA)** which seeks to do the same, on a global level.

The attraction welcomes 450K visitors per year including 18K pupils taking part in formal education school visits. Open 363 days every year, The Deep is an iconic building on the city's skyline. It is a symbol of regeneration within the City of Hull, as important for local tourism as it has been for conservation and education, with an estimated annual net worth of over £20 million to the local economy, employing 140 people.

The Deep is a registered Charity, EMIH Limited 1073254. The latest Directors' Report and Financial Statements can be found on Companies House and/or the Charity Commission websites (search for EMIH Limited). EMIH Limited has a wholly-owned trading subsidiary company (Running Deep Limited) through which the commercial activities of The Deep take place.

LINKS









OVERVIEW

We are looking for a proactive, organised and approachable Finance Assistant to join The Deep's Finance team. This is a varied role supporting the day-to-day financial operations of The Deep companies and working closely with colleagues, suppliers, customers and visitors. The postholder will help ensure financial records and transactions are accurate, timely and well organised, while providing general administrative support and occasional relief Cashroom cover.

JOB SUMMARY

JOB TITLE: Finance Assistant

DEPARTMENT: Finance

LOCATION: The Deep

EMPLOYMENT TYPE: Part time

WORKING HOURS: 21–24 hours per week, worked over 3 or 4 days. Wednesday and Friday are required working days, with flexibility around the remaining day(s), ideally including Monday. The final working pattern will be agreed with the successful candidate to meet business requirements.

SALARY: £15.84 per hour (£17,297–£19,768 per annum, depending on agreed working hours).

REPORTS TO: Finance Officer

WHAT WE OFFER

ANNUAL LEAVE: 25 days plus bank holidays & Christmas Eve (Pro-rata for part-time employees)

PENSION: The Deep is an admitted body of the East Riding Pension Fund (www.erpf.org.uk) which administers the Local Government Pension Scheme in our region. This is a 'defined benefits' scheme.

- Deep Crew enjoy an annual allocation of complimentary tickets
- Discounts in the DeepArtment Store and The Plaice café
- Free onsite parking
- Employee Assistance Programme
- Support for one relevant professional body membership
- Access to an annual bonus scheme
- Training and development opportunities

The Deep is committed to providing equal opportunities in employment and ensuring that all applicants and employees are treated fairly and without discrimination on the grounds of race, age, colour, nationality, ethnic or national origin, disability, religion, political beliefs, sex or marital status.

Recruitment, selection, training, promotion and all other employment decisions will be based on relevant aptitude, skills and abilities. Management is responsible for implementing this policy, preventing and addressing discrimination, and taking appropriate disciplinary action where necessary.

All employees are expected to support these principles by treating colleagues, customers, suppliers and members of the public fairly, refraining from discriminatory behaviour or encouraging others to discriminate, and reporting any concerns or incidents of discrimination to their line manager.

SKILLS & RESPONSIBILITIES



KEY RESPONSIBILITIES:

- Maintain purchase and sales ledgers across The Deep companies, including processing invoices and other transactions, reconciling accounts and liaising with suppliers, customers and clients.
- Record and reconcile daily income from all trading areas, including admissions, bookings, retail, catering, car parking and online sales.
- Carry out daily online banking reconciliations, accurately recording transactions and investigating discrepancies.
- Reconcile and post monthly company credit card statements and petty cash transactions.
- Assist with the preparation of Gift Aid claims for submission to HMRC, maintaining accurate supporting records.
- Support import VAT declarations and related record keeping, including maintaining clear procedures and appropriate cover within the team.
- Provide administrative support to the monthly payroll process, handling employee information confidentially.
- Keep financial records, spreadsheets, accounting and ticketing systems, and paper and electronic filing accurate and up to date.
- Process customer transactions, ticketing and card payments as required.
- Assist with the preparation of information for external auditors and routine finance reporting.
- Provide general office administration, including incoming and outgoing post, filing, telephone enquiries and taking meeting minutes as required.
- Work closely with the Finance Officer and Finance Director and colleagues across The Deep, responding helpfully to enquiries.
- Help document and maintain procedures, share knowledge and support handovers and cover arrangements across the Finance team.
- Undertake other reasonable related duties consistent with the role as required by the Finance Officer or Finance Director.
- Provide relief cashroom cover as required, following established cash-handling and security procedures. This includes:
  - Count and reconcile daily takings from trading areas against till returns.
  - Summarise daily takings by trading area.
  - Sort notes and coins into appropriate denominations in preparation for banking.
  - Prepare daily banking for secure collection and assist with the collection process.
  - Prepare and maintain floats for tills across the attraction.
  - Reconcile cash withdrawals and ensure till floats are accurate and ready for use.
- Work collaboratively with other teams within The Deep.
- Ensure compliance with relevant company policies, procedures, and regulations.
- Contribute to continuous improvement and the achievement of team objectives.

SKILLS & RESPONSIBILITIES



ESSENTIAL REQUIREMENTS

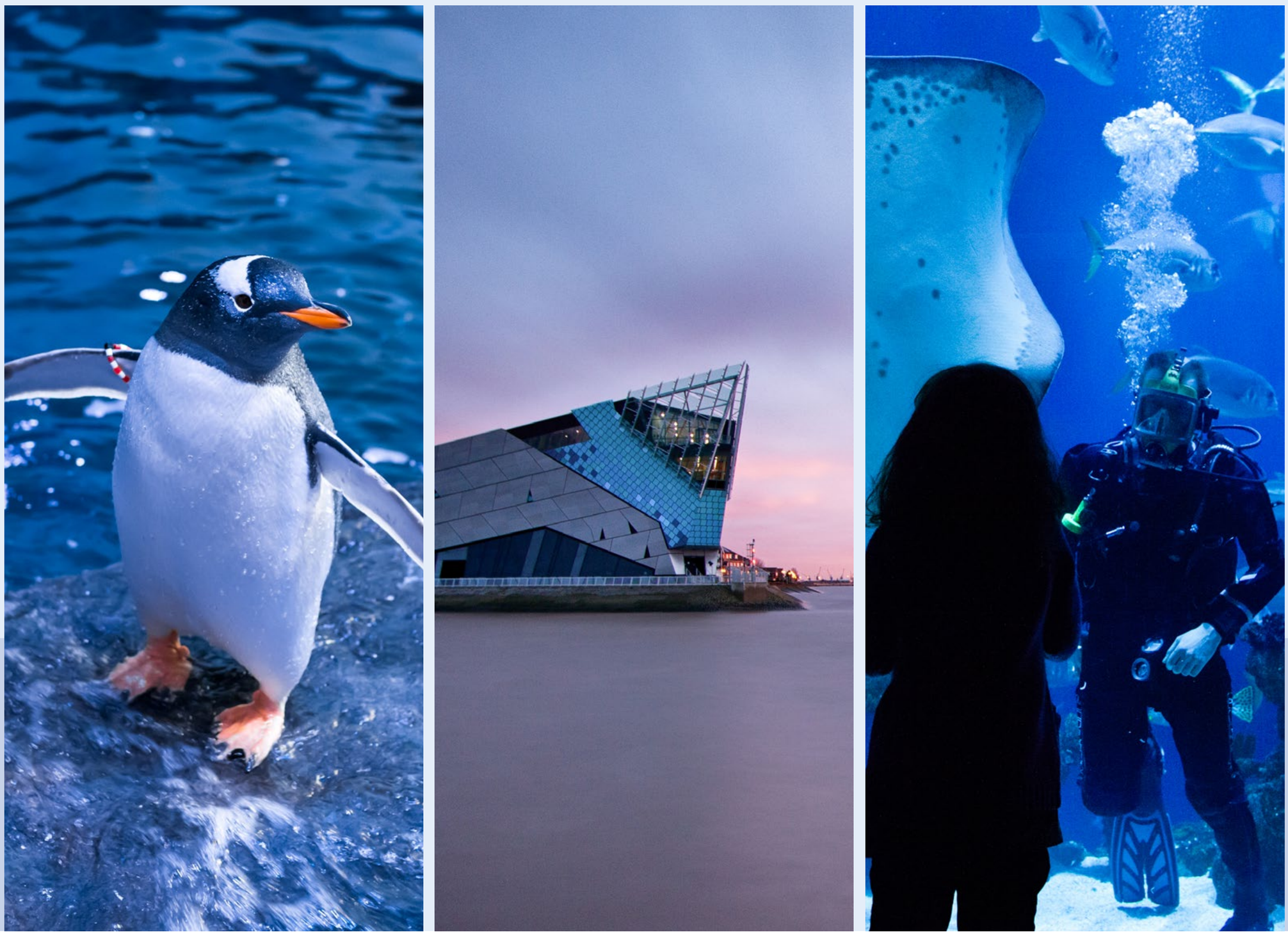
- Good numeracy and administration skills, with the ability to work accurately with financial information.
- Excellent attention to detail and a methodical, organised approach.
- Ability to manage workloads, prioritise competing tasks and meet deadlines.
- Confidence using computer systems and spreadsheets, including Microsoft Excel.
- Good written and verbal communication and interpersonal skills, including a professional telephone manner.
- Ability to work effectively on own initiative and collaboratively with colleagues at all levels.
- Reliable, helpful and flexible, with a positive attitude and willingness to learn.
- Ability to handle confidential financial and personal information with discretion.
- Availability to work Wednesdays and Fridays.
- Enthusiasm for The Deep.

DESIRABLE REQUIREMENTS

- Previous experience in a finance, accounts or administrative role.
- Experience using computerised accounting systems, ideally Sage.
- Experience of purchase or sales ledgers, financial reconciliations or cash handling.
- A relevant accounting or bookkeeping qualification, such as AAT, or working towards one.
- Experience of Gift Aid or VAT administration.

KEY SKILLS & COMPETENCIES

- Accuracy and attention to detail
- Organisation and time management
- Clear communication and teamwork
- Discretion
- Adaptability and willingness to learn



HOW TO APPLY

To apply for this role, please send your CV and covering letter to **careers@thedeep.co.uk**.

Please also complete our Equality & Diversity form **HERE.**

Closing date for applications is **7th December.**

The Deep reserves the right to close the job advertisement earlier than the close date should a suitable candidate have applied.

Please don't rely on AI in your application; The Deep would rather your application authentically reflects what you would like to share with us!

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Toilets &
Way Out
Caution
Hot surface

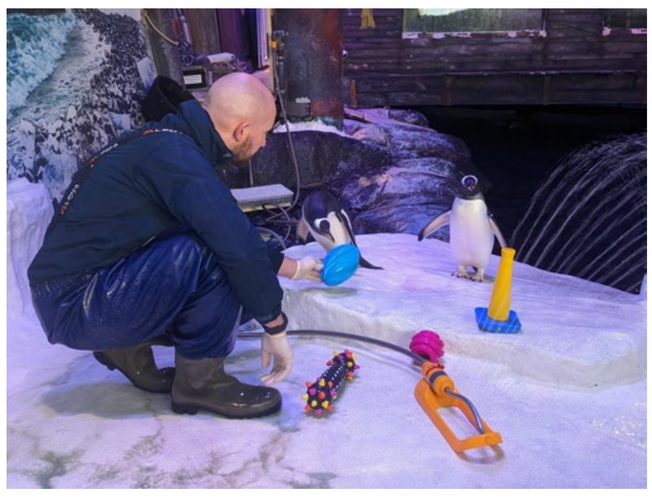

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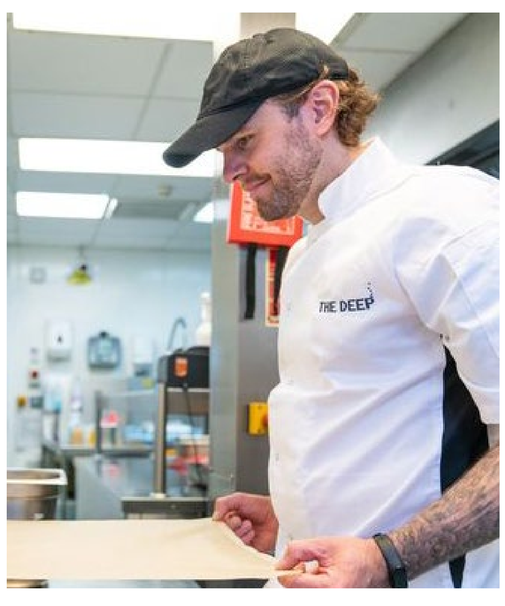











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