

Job Specification

Finance Assistant, Winchester Science Centre & Planetarium

1. The Organisation

Winchester Science Centre and Planetarium is a leading hands-on science and discovery centre dedicated to sparking curiosity in science, technology, engineering and mathematics (STEM). It attracts more than 172,000 visitors per year from across the South of England and is home to the UK's largest capacity planetarium.

The Centre is an independent educational charity formed in 1985 as a strategic initiative with local government and businesses, to address the shortage of young people entering technical careers at both regional and national level.

Our extensive educational programme attracts around 40,000 school children to the Centre; they explore, be inspired and interact with our science exhibits and staff-led activities. Our outreach activities which include a mobile planetarium, are delivered in schools across the region and this is further enhanced by our STEM Ambassador programme.

Throughout the year there is an extensive programme of events encompassing school holiday activities, themed weekends, live science shows, lectures, workshops, film screenings and evening performances. The Centre also hosts birthday parties, corporate bookings and private events.

Since opening its doors at the existing site in 2002, Winchester Science Centre and Planetarium's visitor numbers have grown by over 100%; and there are plans for further growth.

2. The Role

Due to an internal reorganisation and our continued growth, we are recruiting a Finance Assistant to join our team based in Winchester. This is a fantastic and unique opportunity to join an educational charity with a dedicated, friendly and supportive team.

Reporting to the Director of Finance, this role covers various aspects of the charities' day to day accounting operations.

3. Job Description

Post Title:	Finance Assistant, Winchester Science Centre & Planetarium
Line Manager:	Director of Finance
Salary:	£19,000 - £23,000 (Band B)
Start date:	Immediate
Hours:	37.5 hour week with an hour lunch break each day (8.30am-5pm). Flexible working pattern considered to assist with childcare commitments.
Annual leave:	20 days* plus bank holidays

*In addition to annual leave, Christmas Eve (or nearby date where this falls on a weekend) is given as a day off work as a “gift from the Trustees”.

Key Responsibilities

The main responsibility of the role is to ensure that data is input to the accounting system in a timely and accurate manner. Additionally, there will be a need to liaise with staff from other departments and external customers and suppliers. Key responsibilities will include the following:

- Processing supplier invoices, ensuring correct coding and authorisation
- Processing of sales invoices, ensuring correct coding
- Processing of bank receipts and payments
- Assisting with the reconciliation of AP and AR ledgers
- Processing of daily sales including cash tills
- Credit control including liaising with external customers and suppliers
- Other ad hoc duties as required by management

General Responsibilities

- Manage personal resources and own professional development
- Promote a health and safety culture in the workplace
- It is essential that information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons
- All information must be maintained in accordance with the Data Protection Act

Special Circumstances

There may be occasional work, meetings and events in evenings, early mornings and at weekends which will be compensated by time off in lieu. Additional overtime would be arranged only with agreement of both the employee and line manager. Occasional travel will be required.

4. Person Specification

4.1 Essential requirements

It is essential that you have the following attributes:

Education

- AAT Level 2/3 or ACCA/CIMA foundation (QBE also considered)

Experience and Knowledge

- Experience of accounting software e.g. Sage, Agresso
- Preparation of management information within a small to medium sized organisation
- Use of Microsoft Office

Skills and Abilities

- Have attention to detail and able to work independently and as part of a team
- Ability to work quickly efficiently and accurately
- Ability to meet and talk face-to-face with a range of people with ease and confidence, including other team members, trustees and external stakeholders
- Demonstrable track record of having excellent organisational skills to manage competing priorities/deadlines and own workload
- Excellent time management
- Self-motivated with a can do, team orientated attitude

In addition applicants will have:

- A clean record on the Disclosure and Barring Service

4.2 Desirable requirements

The following attributes are desirable but not essential:

Experience and Knowledge

- User of Sage 50 or Merac an advantage
- Experience of working within a venue/ visitor attraction
- Good technical knowledge of current accounting standards and developments including knowledge of Charity Accounting
- Evidence of continued personal development

5. Application procedure

An application form is available on www.winchestersciencecentre.org , please complete the form and return to laurahobin@winchestersciencecentre.org with covering letter. There is a rolling deadline for application.

Please clearly state your previous experience that links to the requirements of the role. Candidates whose experience does not match the Essential Criteria will not be considered.

For an informal conversation about this role please contact David Carpenter, Director of Finance by emailing davidcarpenter@winchestersciencecentre.org

PLEASE NOTE THIS VACANCY IS ONLY OPEN TO DIRECT APPLICANTS, NO AGENCIES OR THIRD PARTY RECRUITERS, THANK YOU.

Winchester Science Centre
Telegraph Way
Winchester
Hampshire
SO21 1HZ