

WOW



Appointment of

# Head of Finance



WINCHESTER  
SCIENCE CENTRE  
AND PLANETARIUM

# Contents

Foreword from the Chief Executive	3
About the Charity	4
Strategy	5
Equality, diversity and inclusion	6
Organisational structure	7
Role purpose	8
Key responsibilities	9
Role specifics	10
Appointment process	11



## Foreword from the Chief Executive

# Thank you.

Thank you for your interest in joining our team. It's a big decision to apply for a new role, to leave an existing job and to take the plunge to join a new organisation. There are so many unknowns when taking on a new job. What will my new boss be like? What is the organisation's culture like? If I need to take a day off will I be allowed? Can I work from home? Will there be regular cake in the office or staff room? Hopefully this document will answer some of those questions and demystify what working for our Charity is like.

Getting across the workplace culture of an organisation in a job advert or a job description is really hard, but if I had to sum up our workplace culture in one word I would choose – family. I often describe us as a family employer. We understand the pressures and needs of family life and especially after such troubling times. Our charity recognises that home life comes first and the Senior Management team and I are keen to reassure and encourage our colleagues to manage their work-life balance.

And then there's the work family. Everyone here knows their colleagues have got their backs. I am incredibly proud of our work family. Recent experiences have only cemented my belief that every member of the team here is looking out for their colleagues, wanting to help and going over and above to achieve this.

We are at an exciting point in the history of this charity. We are recovering from the pandemic, finding ourselves in a stable and secure financial position with a clear vision and mission to deliver upon and working together to make a difference to the world. We are looking for candidates that want come and not just work here, but to join our work family, help us to be impactful and contribute to better, more sustainable, happier, healthier lives through STEM.

Thank you again for your interest in the role. If you feel you share our family values and want to make a difference then I urge you to apply. We are incredibly motivated to make sure our staff represent the diverse audiences that we serve, so please do read the section on Equality, Diversity and Inclusion. If you have any questions, or would like an informal chat with me or one of the Senior Management team before you apply, please do speak to Laura.

Looking forward to meeting you,



*PS. There regularly are amazing cakes in the office and staff room often baked by either Jennie or Lizi. If you're really lucky Mark will bring in his delicious brownies. They're really not good for the waistline but they taste so good!*

# About the Charity

The pandemic has emphasised our strengths and our weaknesses; as a charity, a society, a nation and a global community. In the UK alone, it has drawn attention to the depth and breadth of inequality that exists based on our geography, race, ethnicity, age, health, wealth and education. It has also demonstrated the critically important role science, technology, engineering and maths (STEM) has played in overcoming such a crisis; to understand the virus, to forecast and measure its impact, to develop vaccines, to innovate, manufacture and distribute life-saving equipment, the list goes on.

It is not only the scientists and engineers who have to step up. We all do. Science literacy is an enabler and empowers us all to make informed choices. Our Charity is on a mission to inspire every child in science; because all our futures depend on it.

Winchester Science Centre has been sparking children's curiosity in STEM since it was founded in 1986.

We strive to remove social, cultural and intellectual barriers to inspire and engage all children in STEM, particularly those with a disability or impairment, so that we might raise children's aspirations and confidence, promote diversity and inclusion, and overcome inequality.

By sparking and harnessing children's curiosity in STEM, and by removing barriers to engagement, we believe children can develop the confidence, ambition and freedom to improve their own lives, the lives of others and ultimately life on Earth through STEM.

As experts in communicating STEM to children and families, we create 'WOW!' experiences that are fun, inclusive, immersive, interactive and accessible. Reaching out to children in innovative ways through our Science Centre, in schools, in communities and online, and through connecting and collaborating with Universities and industries.

We are resolute that our Charity has an important role to play in empowering future generations to lead the charge for change, to live healthier and more sustainable lives and to find the solutions to tackle the world's biggest challenges.

The pandemic threatened to derail all our plans; but it hasn't. Well-defined strategy, strong leadership, robust financial management and working together means we are now ready and eager to embark on the next critical phase of our Charity's development.

Find out more about our Charity's strategy, governance and achievements over the past year by [downloading a copy of our latest annual report](#).



# Strategy

Our vision

## SPARKING CURIOSITY

Our mission

## To build science capital for all

Our values

Quality

Together

Mission

Customers

Sustainability

Strategic objectives

Work collaboratively with new under-served communities removing barriers to engagement particularly for those living with a disability or impairment

Amazing people delivering awe inspiring STEM experiences for all

Use STEM to champion change to protect and heal our planet and inspire others to do the same

Diversification, sustainability and growth.



**WINCHESTER  
SCIENCE CENTRE  
AND PLANETARIUM**



# Equality, diversity and inclusion

Our charity is committed to breaking down barriers to STEM and wants to help everyone regardless of age, background, gender, sexual orientation, ethnicity, race, religion or belief, disability, impairment or any other protected characteristic to be in STEM.

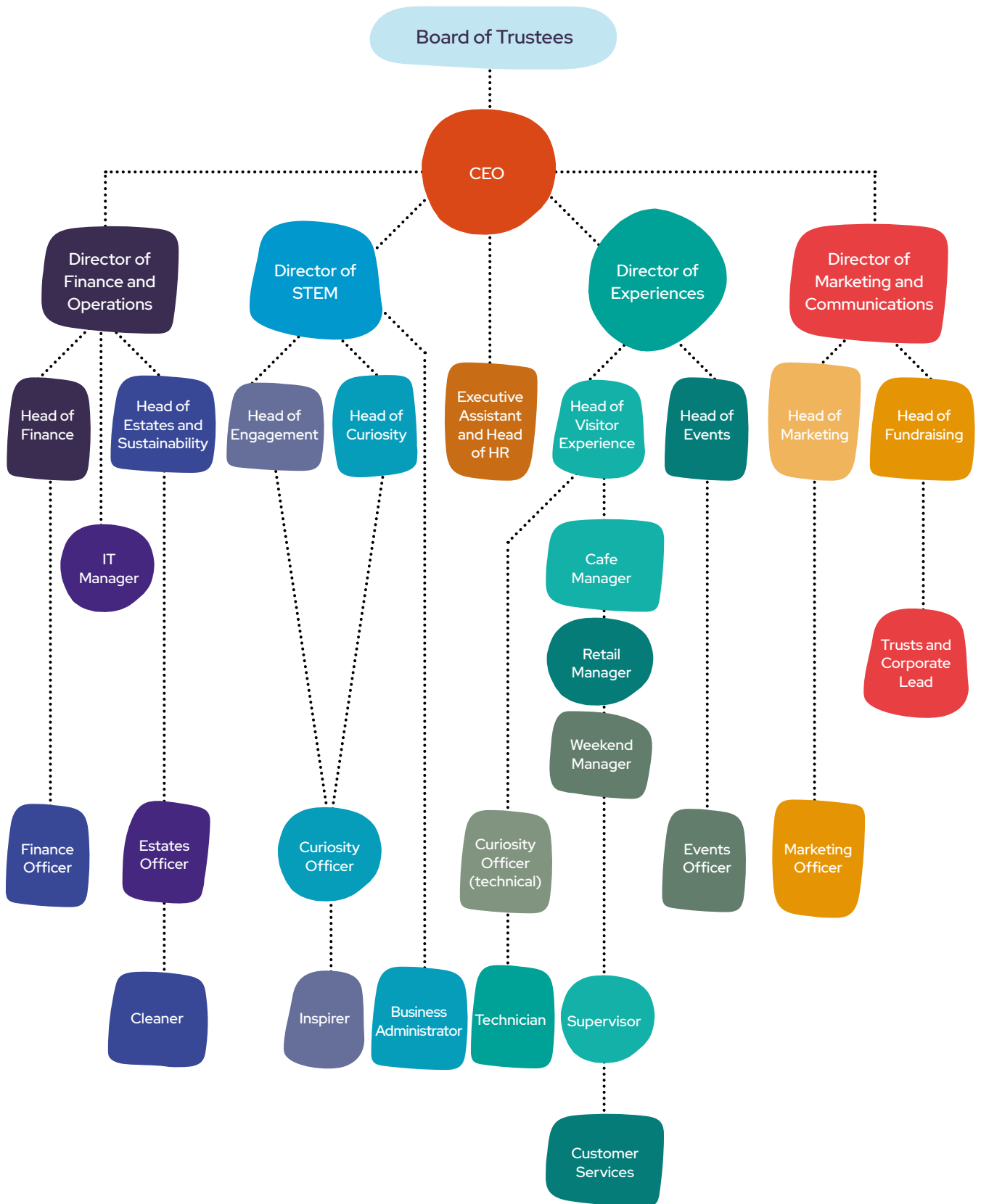
Equality and inclusion are at the heart of everything we do. We want to create a truly diverse and inclusive workplace. If you are disabled and have the essential skills and experience to do the job, we will invite you to an interview.

We recognise that through diversity our Charity can grow and we are committed to providing an inclusive recruitment process to support this. We want to work with a great team, with people who share our values and can make a huge contribution to sparking curiosity. We believe the team must reflect the diverse communities we work with so to support this, we are very willing to facilitate flexible working, changes to the infrastructure, systems and processes in order to welcome the most diverse candidates possible.

If you wish to have a conversation about accessibility, the role or the application process please do get in touch with Laura (see last page for contact details).



# Organisational structure



# Head of Finance

## Key objectives

- To oversee and carry out all financial, accounting and payroll processes for Winchester Science Centre and be a first point of contact for financial queries
- To work proactively alongside the Director of Finance and Operations to produce monthly management accounts, budget-holder and other financial reports and to ensure that income and expenditure are managed within agreed budgets
- To ensure that the financial affairs of the Charity are managed effectively and that financial controls are adhered to at all times
- To manage the Finance Officer and Finance Assistant/Apprentice

## Role purpose

We are seeking a Head of Finance to lead a small but dedicated team ensuring the delivery of a professional and efficient finance service, reporting to the Director of Finance and Operations.

As a member of the Charity's management team, you will be responsible for the day-to-day administration of the organisation's finances and act as the lead for financial reporting.

You will work with the Director of Finance and Operations to provide comprehensive financial support to the Charity, including commercial operations. Working closely with all members of the team, the Head of Finance is responsible for maintaining all financial records and systems, communicating effectively at all levels and demonstrating excellent attention to detail and the highest professional standards.





# Key responsibilities

## Financial accounting

- To oversee the operation of the Sage purchase ledger by the Finance Assistant/Apprentice, keeping unpaid balances under review and obtaining refunds of credits where appropriate
- To oversee the operation of the Sage sales ledger by the Finance Officer, reviewing the preparation of invoices and ensuring VAT is applied correctly, and supporting the Finance Officer with credit control to maximise cashflow
- To oversee the cashiering and ticket reconciliation processes by the Finance Officer and Finance Assistant/Apprentice, liaising with the Head of Visitor Experiences when required
- To maintain the Sage nominal ledger, ensuring that nominal, department and project codes are used correctly, setting up new codes and posting journals
- To oversee the processing of monthly business purchasing card bills, ensuring expenditure is correctly allocated
- To oversee the monthly management and reconciliation of the organisation's bank accounts, Sage bank control accounts and produce current account analysis for review by the Director of Finance and Operations
- To carry out financial housekeeping as necessary to ensure that the information on Sage is accurate and up-to-date
- To keep the Charity's fixed asset register up-to-date and prepare monthly depreciation journals
- To support the Director of Finance and Operations in preparing the annual statutory accounts, providing schedules, documentation and other information as requested in advance of the annual audit, and liaising directly with the auditors during the audit



- To prepare and submit quarterly VAT returns, reviewing underlying data to ensure information sent to HMRC is accurate
- To liaise with the Head of Visitor Experience on Gift Aid claims. Prepare and submit GADS claims to HMRC
- To support the Director of Finance and Operations in the preparation of the annual Museums and Galleries Exhibition Tax Relief claim

## **Payroll**

- To manage all aspects of monthly payroll including calculations and payments for staff on contracts and paid by timesheets, pensions, PAYE/NIC, other payroll deductions, Sage journals and reconciliations
- To ensure that HMRC receive all monthly and annual submission and payments before deadlines
- To produce annual P60s for all employees and prepare P45s for outgoing employees

## **Management and Systems Accounting**

- To provide support to create and implement new, and changes to existing, financial systems, ensuring appropriate financial controls and looking for cost and resource savings
- To prepare the initial draft of the monthly management accounts and cashflow forecast for the Director of Finance and Operations
- To provide budget-holders with all information necessary for them to be able to effectively manage their budgets, including monthly Sage transaction reports, responding to ad hoc queries and the appropriate level of business partnering to achieve reconciliation with budget-holders' own monitoring.
- To provide support to the Director of Finance and Operations in the preparation of the annual budget and re-forecasts

- To create financial models and provide ad hoc financial reports for the Director of Finance and Operations and budget-holders which improve decision-making
- To support the Fundraising Team with grant applications and financial reports
- To work with Shop, Café, Event and Weekend Managers to produce financial/KPI reports for commercial activities, including weekly dashboards reports, and with budget-holders to produce capital/project/exhibition reporting
- To support the Director of Finance and Operations in managing the Charity's bank deposits and reserves

### General duties

- To ensure that all financial systems are kept up-to-date including Sage 50
- To maintain financial control procedures and ensure that these procedures are adhered to by all staff including till floats, signing authorities, expenses etc
- To provide cover for staff within the team and deputise for the Head of Finance and Operations, e.g. attendance at meetings where required
- To work closely with the Charity's team, providing financial information and assistance as required
- To fulfil other duties reasonable requested by the Director of Finance and Operations



## Role specifics

### Head of Finance

£32,000 - £38,000 per annum depending on experience (FTE)

**Hours** 25 to 30 hours per week with a 0.5 hour lunch break each day

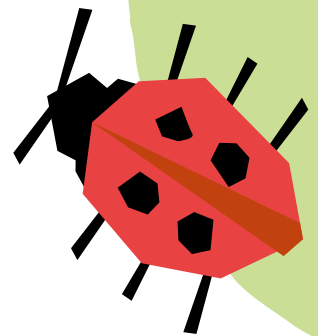
**Annual leave** 25 days plus bank holidays (pro rata). Option to buy up an additional five days and gain additional days for continuous service after four years. Please note, the post holder is expected to work some bank and public holidays

**Line manager** Director of Finance and Operations

Normal hours of work are 25-30 per week. These will normally be covered during office hours however a flexible working pattern may be required, to include weekdays and weekends. Occasional out of hours work may also be required (such as for training purposes or to support other areas of the business) for which time off in lieu will be offered.

#### Benefits include:

- Opt-in cash back health scheme and employee assistance well-being helpline
- Cycle to Work Scheme
- Contributory pension
- Annual leave entitlement with the option to buy up to five days additional annual leave
- Annual inflationary pay rise (subject to charity performance)
- Flexible friendly working environment
- Paid for training and development opportunities by arrangement
- Working from home opportunity by arrangement
- Discounts in on-site café and shop
- Free entry for family and friends
- Rural location with beautiful views of the South Downs with immediate access for lunchtime strolls
- Flexible IT provided to support office and remote working
- Uniform supplied
- Free on-site parking
- Sick pay and maternity pay



# Application process

If you feel like you're the right person for the role, we'd love to hear from you and receive your application.

Please complete the editable PDF application form and send it, together with a cover letter, by email to [lauraollis@winchestersciencecentre.org](mailto:lauraollis@winchestersciencecentre.org). We will try to confirm receipt of every application and we'll individually review your application as soon as possible.

If you need any information in a different format or would like to apply in an alternative way, please get in touch. Contact Laura using the address above, or to speak to Laura in person please call the office on 01962 863 791 to book a call back.

Have we caught your eye, but you're still a little unsure? We welcome an informal discussion even if you are only considering applying for the role. Please do get in touch with Laura to arrange a brief informal and relaxed call with the CEO or one of the Senior Management Team.

## What's next?

If you're successful in being shortlisted based on your application, we will arrange a time for you to swing by for a chat so we can get to know you better, and for you to get to know the WSC family for yourself.

We know interviews can be quite daunting but we're not here to catch you out - we just want to know what makes you brilliant, why you should be part of our growing family, and how you can support our charitable aims to make a difference. We can't wait to meet you!

