

Finance Manager (Part time)

We are recruiting! In recent times we have made huge strides in developing our finance and support systems, yet there is still more to be done. We are looking for someone who is passionate about leading continuous improvement and is adaptable to the ever-changing demands of the external environment. This is a great opportunity to make a real difference in developing our finance and support functions, which in turn will help us provide the best services we can for the thousands of children, families and groups we support. If that sounds like you, don't delay, we would love to hear from you.

What do we do?

Catalyst's mission is to inform, educate and inspire the widest audience about the relevance of chemistry, through:

- *our unique offerings and hands-on experiences*
- *our rich industrial heritage archives*
- *our strong links to the local area.*

Catalyst's Vision is to be a premier visitor attraction, recognised as the best Science Discovery Centre dedicated to chemistry and a unique Museum of the chemical heritage of NW England.

Main duties and responsibilities

Finance

- Lead day-to-day financial operations and ensure information in the finance systems is up to date and accurate e.g. banking, invoicing, payments, VAT.
- Produce regular reports on the financial position of the organisation (e.g. monthly management accounts, project reports) with analysis and commentary for management and board.
- Inform the CEO and Board of current legislation and best practice, particularly relating to charity and SORP regulations.
- Maintain a 3-year forecast of the financial position of the organisation against which progress can be measured.
- Produce the annual accounts and liaise with the Independent Examiner/Auditor.
- Ensure financial systems are secure, prevent and detect fraud or irregularities and assess and mitigate risks.
- Support business planning and organisational development.
- Develop strategies, processes and procedures to improve financial operations.



Support Services

- Support the HR process such as onboarding new employees.
- Supporting general office management, e.g. develop policy and procedures for the upkeep and security of all office equipment and supplies including relevant insurance cover.
- Co-ordinate monthly performance management report (KPIs) and commentary for the CEO and board.
- Liaise with external suppliers of financial and office services such as payroll, accountants, telephones, IT, HR services.

General

- Comply with all organisations policies relating to employment, health & safety and privacy.
- Carry out other duties commensurate with the responsibilities of the post.

Person Specification

- Accountancy qualification such as AAT, CIMA, ACCA, ACA.
- Demonstrable experience in a comparable finance role with a sound basis of hands-on finance administration.
- Experience of managing and monitoring income and expenditure across a range of income streams.
- Able to produce clear, concise and informative reports for non-finance staff and trustees.
- Experience of developing and implementing financial policies and procedures to achieve high quality standard.
- Ability to work flexibly and meet deadlines as part of a team and under own initiative.
- Strong IT skills, including Microsoft Office, the internet and finance packages.
- Strong interpersonal skills, the ability to communicate with a wide range of people with a confident and approachable manner.
- Knowledge of current legislation, regulation and good practice for accounting in charities including SORP requirements, Gift Aid and charity tax.
- Desirable to have experience using XERO accounting system.

The successful candidate will be required to undergo an enhanced DBS check.

Benefits

- Salary £25,000 for 25 hours a week
- Flexible working hours
- Office based or part remote
- 5 weeks holiday
- Pension contribution
- 3x Death in Service insurance
- Training support and development
- Free on-site parking

How to apply

Please send your CV and Personal Statement, stating clearly how your skills, experience and attributes relate to the role, to jobs@catalyst.org.uk . If you wish to discuss your application before applying, please e-mail Lee Juby, CEO to arrange a call (at jobs@catalyst.org.uk) or call 0151-420-1121. **Closing date** for this position is **Monday 20th February 2023**.