we the curious
work with us

Finance Administrator
Role information pack
Role summary

Role: Finance Administrator

Location: Hybrid working – your time can be split between our office (temporarily at One Temple Quay and later on Bristol Harbourside once we reopen), and your home or wherever you like to work.

Department: Finance

Report to: Finance Manager

Responsible for: N/A

Salary: £20,000- £23,000 per annum, dependent on experience

Contract: Permanent

Working hours: Full time - 37.5 hours a week

About We The Curious

We The Curious is an educational charity and South West England’s leading science centre.

We produce experiences that bring people together to play, get creative with science and explore different ideas.

We work with partners, locally and nationally, supporting people to be inquisitive, develop new skills and improve their wellbeing.

We are progressive, inquisitive, collaborative, playful and creative.
Our mission

Our aim is to connect and empower people through sharing creative experiences which celebrate unknowns in science.

Our work as a charity is driven by five key pledges:

_Cultivate Curiosity
_Include Everyone
_Open Up Science
_Sustainable Futures
_Build Resilience

You can find out more about these in our Manifesto.

About the role

Working within a small forward-thinking finance department, the main focus of this role is day to day management of the purchase ledger including matching and coding invoices, preparing and running BACS payments and reconciling supplier statements.

This is a crucial role, you will have the ability of start conversations and develop relationships to ensure your responsibilities are completed to a high level of detail, with a diplomatic and sensitive approach.

The Finance team is a small but friendly team of four staff, who work with the wider organisation to make sure that all financial operations run smoothly and support our charitable aims.
What will you do in this role?

Role specific responsibilities

• You’ll be responsible for the accurate entry of purchase ledger invoices, monthly supplier statement reconciliation and disputing invoices if required.
• You’ll process staff expenses and manage the petty cash
• You’ll be responsible for setting up and maintaining supplier records and direct debit monitoring, as well as periodic BACS runs
• You’ll provide great customer service and build relationships with suppliers, responding to external supplier queries.
• You’ll deal with internal queries regarding invoice and purchase order approvals and reconcile company credit cards
• You’ll support the Senior Finance Officer in month-end close of purchase ledger
• You’ll complete daily, weekly or monthly bank reconciliations, along with research and follow through of unreconciled items for assigned accounts.
• Once the venue reopens, you’ll reconcile weekly till transactions and process weekly takings as well as responding to internal ticketing and merchant queries
• You’ll raise sales invoices and associated credit control
What will you do in this role?

**General responsibilities**

- Embody and demonstrate our values; Collaborative, Creative, Inquisitive, Playful, Progressive.
- Responsible for carefully following safeguarding policies and procedures and raising any concerns to manager/Designated Safeguarding Officer.
- Collaborate with the Development team on any funding bids and reports relating to your area of work.
- General responsibility for departmental compliance with GDPR.
- Support the rest of the Finance team with projects when required.
- Due to the financial responsibilities of this role, you will be required to complete a standard DBS check.
What we're looking for from you

- You’ll ideally have previous experience of working within a Finance team and a knowledge of accounting processes and software.
- You are passionate about all things finance, with a high standard of numeracy and literacy and great Excel skills (vlookups, pivot tables, sumifs).
- You’ll be highly self-motivated and bring effective organisational skills, with good attention to detail.
- You’ll work well under pressure and maintain a strong attention to detail.
- You are approachable and friendly with a flexible professional approach and the ability to communicate with staff at all levels.
- You enjoy working in a fast paced/constantly changing environment.
Application process

Deadline for applications: Midnight, Monday 29th August 2022

Interview date(s) and location: Week commencing 5th September at One Temple Quay, Bristol.

Start date: ASAP

Application process: If you would like to apply, please complete the application form by clicking on the 'Apply For This' green button below. It contains four questions designed to assess your experience and suitability for the role. Please do not send in CVs or covering letters as we don’t review them.

We appreciate interviews can be stressful, so we try to make them more of a conversation and a chance for you to tell us about how your skills and experience make you the right person for the role.

If you are invited for interview, we'll send you the questions that you'll be asked beforehand so that you have time to prepare. There will also be a short, 15 minute practical Excel based task to complete on the day.

If you have any particular needs or requirements, please do let us know so we are able to make the required adjustments.

If you would like to talk about the role or the application process, please email people@wethecurious.org
Including everyone

We value the positive impact greater representation will have on our organisation, programmes and culture. It’s our goal to become an inclusive place to work and for our teams to better reflect our city and the people who visit us.

We welcome applications from people of all lived experiences and particularly those that are not well represented* in the science centre sector.

We want to work with you to ensure the recruitment process is accessible for you, please contact us if you have questions about We The Curious, our accessibility or recruitment process at people@wethecurious.org

*By not well represented we mean people with lived experience including but not limited to:

_African and African-Caribbean heritage
_South Asian and East Asian heritage
_Other minoritised ethnic groups
_Disabled
_Neurodivergent
_Visually Impaired
_Deaf community
_LGBTQIA+ and/or non-binary
_Working class background
_Didn’t go to university or first in your immediate family to attend University
Working with us

We value the people that work with us. Our staff have access to the following:

Wellbeing & support

- Flexible working
- Hybrid working (if suitable and stated for role)
- Mental Health First Aiders
- Confidential advice & counselling through the Employee Support Programme

Leave

- 25 days holiday in addition to bank holidays (all pro-rata).
- New parent package: 6 months full pay followed by four months half pay for all new parents.

Facilities & discounts

- Free entry to the venue at any time with up to four guests, plus 12 additional entry tickets per calendar year to give away.
- 20% off in the We The Curious café plus £3 lunch deals
- 20% off in our shop
- Range of discounts with local businesses and free entry to other local attractions.
- Free parking
- Secure cycle storage

Pension

- We offer a pension scheme with 5% company contributions.

Death in service benefit

- Four times your annual salary.