



Job Description - Finance Administrator

Background: Catalyst Science Discovery Centre and Museum has been successfully trading for over 30 years. Our aim is to inform, educate and inspire the widest audience about the relevance of Science through;

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

Job Purpose: The role holder will have responsibility for finance related administration. This will include maintaining accurate data on our administration (CRM) and finance systems (Xero), especially ensuring income is uploaded into our accounts from EPOS software, aligned with CRM records for our donors including gift aid.

Experience: You will have previous experience working in accounts department with similar duties and may already hold AAT qualification, or be part qualified to that level.

Key responsibilities, working with the CEO & Finance Officer:

1. Weekly/fortnightly banking of cash and cheque receipts and reconciliation with POS till records.
2. Weekly/fortnightly posting of retail sales transactions into Xero extracting data from (currently) EposNow.
3. Reconciliation of sales data with bank account receipts.
4. Assisting the bookings team with tracking receipts of invoiced transactions.
5. Collation of, entry and obtaining approval for payable invoices in the finance systems
6. Assembly of approved payable invoices into bank (or associated apps) for payments by signatories
7. Postings from bank accounts into Xero nominal ledger
8. Ensuring regular reconciliation of bank accounts, timely production of VAT returns.
9. Assisting F O with production of periodic management accounts; and other reasonable responsibilities which can contribute to the development of the Centre.

Hours: This is a part-time role expected to be 50% basis or approximately 18.5 hours per week; flexibly to suit but probably expected to extend over 3 days per week. Whilst working at home will be possible, the role will be substantially office based.

Start Date: January 2025

Salary: FTE £29500

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.