



FINANCE OFFICER

THE FARADAY INSTITUTE FOR SCIENCE AND RELIGION, CAMBRIDGE

The Faraday Institute is engaged in shedding new light on life's big questions, through academically rigorous research in the field of science and religion. At any one time there are several research projects being undertaken, as well as courses, seminars and lectures being held for the benefit of the public and for specific audiences. The Institute also publishes material in many formats and supports other organisations in the field of science and religion through the provision of speakers and resources.

The Faraday Institute is a Company Limited by Guarantee and a Charity, registered in England. The offices are located in the Woolf Building on the Westminster College site at Madingley Road, Cambridge, CB3 0UB. It is a Member of the Cambridge Theological Federation, an ecumenical partnership of eleven institutions engaged in undergraduate and postgraduate degree level education, in the formation of candidates for ordained and lay ministry in the churches, in continuing professional development, in shared worship and encounter, and in research. The Faraday Institute is not registered for VAT and, as a registered charity, has no Corporation or Income Tax liabilities, other than those related to the payroll. The Institute benefits from the right to reclaim tax under Gift Aid and is also registered to receive donations in the USA.

JOB DESCRIPTION

The Faraday Institute's Finance Officer makes a crucial contribution to the smooth running of the Institute and reports to the Director.

The successful candidate will have relevant background experience (see below) and enthusiasm for the role, together with a willingness to work flexibly. Training will be available on different aspects of the role as required. The applicant must be in agreement with the Christian ethos and aims of The Faraday Institute and is expected to take a full part in the Institute's activities.

This is advertised as a 0.5 FTE post in the first instance, for which the hours may be reviewed at a later stage and amended as appropriate. The hours of work are negotiable. The post is available immediately and it is anticipated that there will be some overlap with the present post-holder.

The salary for this 0.5 FTE position will be in the range £13,565-£18,737 (£27,131 to £37,474 FTE), depending on qualifications and experience, plus employer's pension contributions of up to 10% of salary, and life cover. There is an initial six-month

probationary period. Annual leave (FTE) may be taken at the rate of 25 working days plus public holidays, making 33 days per annum altogether. Time off in lieu may be taken for any occasional additional hours required by the job.

Detailed accounting records are maintained by an external agency who also provide a comprehensive payroll service on a monthly basis as well as regular and annual reporting to HMRC.

The tasks required for this position include:

- Maintaining excellent financial records
- Assisting staff in preparing costings for grant applications
- Supporting preparation of the Annual Budget and related financial reporting
- Provision to the external Accountants of approved/authorised and coded income and expenditure
- Reimbursement of staff expenses
- Preparing payments and honoraria for external speakers
- Issuing invoices
- Notifying the external Accountants of variations in the remuneration due to members of staff
- Checking monthly bank statements
- Liaising with Auditors for preparing annual accounts. Able to discuss and justify the accounting records and presentation of the accounts with the auditors.
- Creation of new funds for 'ring-fencing' grant income and ensuring allocation of the relevant expenditure against that income.

PERSON SPECIFICATION

- High level of competence in basic accountancy and book-keeping
- Good understanding of, and experience in, charity accounting
- Qualified to Association of Accounting Technicians - Advanced Diploma in Accounting Level 3
- Knowledge of: advanced bookkeeping; final accounts preparation; management accounting/costing; indirect accounting; ethics for accountants.
- Familiarity with Microsoft OneDrive and Office (Word, Excel, PowerPoint)
- Ability to work in a team and alone, to set priorities for tasks using own initiative
- Good interpersonal skills
- High level of self-motivation
- Sympathy with the aims and ethos of the Faraday Institute
- It is desirable to have experience of the accounting software we use (Xero), or willingness to learn.

Applications by email to admin@faraday.cam.ac.uk will be accepted until 25th September 2022. It is expected to hold interviews soon after this date, and that the successful candidate will take up the position as soon as possible. Applications should include a cv, names and contact details of three referees, and a covering letter summarising the relevance of the applicant's background and experience for this position.