



## FINANCE MANAGER

### Job Description

Reporting to:	Director/Associate Director.
Salary:	£33,314 - £43,414 FTE (pro rata) per annum depending on qualifications and experience.
Hours:	0.5 FTE (18.75 hours per week), in the first instance.
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata).
Location:	Faraday Institute, Madingley Road, Cambridge CB3 0UB.

#### Who we are:

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

#### Job Description:

The Finance Manager will manage the financial operations for this small but dynamic and impactful organization. The work environment is open, friendly and collaborative. The role requires the application of a range of financial skills and experience to carry out fundamental accounting tasks, as well as providing higher level management support to the Leadership Team, Grant Holders and supporting functions.

While the role is advertised as a 0.5 FTE post in the first instance, there may also be opportunities for expansion of the role and responsibilities as noted below. Training will be available on aspects of the role as required. Days/hours are negotiable.

The applicant must be in agreement with the Christian ethos and aims of The Faraday Institute and will be expected to take a full part in the Institute's activities.

The successful applicant will be able to work within a dynamic environment as part of a team or alone, with willingness to work flexibility. They will be able to set and manage to clear deadlines, to set priorities for tasks using their own initiative, to help others to interact with financial information in a structured way, and to support the teams in the organization with financial management and reporting, including the tracking of spend against specific grants.

A can-do mindset is a pre-requisite, as well as a willingness to help the organization improve and optimize financial processes and controls.

**Required qualifications and experience:**

- Qualified accountant (ie ACA, ACCA, CIMA or equivalent), being at least AAT qualified with some experience of Financial Controller level tasks;
- Experience of the accounting tasks that underpin the finance function;
- High level of competence in basic accountancy and book-keeping;
- Good understanding of charity accounting;
- Knowledge of final accounts preparation and management accounting.

**Routine accounting tasks to be undertaken:**

- Collating payroll runs, undertaking payment runs, filing Gift Aid claims;
- Processing employee expense and honorarium claims;
- Processing income, expenditure and bank transactions;
- Processing credit card statements and sales invoice requests;
- Reconciling grant financials.

**Management role tasks to be undertaken:**

- Investing surplus cash;
- Supporting the Director in preparing the annual budget and rolling 5-year plans;
- Supporting the Director in developing/delivering the financial strategy;
- Assisting staff in preparing costings for grant applications;
- Supporting grant holders in meeting grant financial reporting requirements;
- Provision to Accountants of approved and coded income and expenditure;
- Refining and improving financial controls;
- Developing the management reporting capability of the organization;
- Facilitating annual statutory audit.

**Tasks which could form part of an expanded role:**

- Processing monthly payroll, Fixed asset accounting, Month end processing;
- Preparing management accounts and annual statutory accounts.

**Desirable Finance IT systems experience:**

- Xero [accounting system];
- Sage Pay (Opayo) [income reconciliation and posting into Xero];
- Zettle [income reconciliation and posting into Xero];
- Dext [invoice uploaded into Xero].

Applications to be sent to [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk) and should include a CV naming two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position. Candidates must have the right to work in the United Kingdom. For queries, contact [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk).

Applications will be accepted until 26th February 2023.

[www.faraday.cam.ac.uk](http://www.faraday.cam.ac.uk)

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