



## Finance Manager – Part-Time

***Excellent part-time Finance opportunity to join Catalyst at an exciting time of its development.***

- Based Widnes, Cheshire
- Permanent Part-Time Salary commensurate with the position

The Catalyst Science Discovery Centre and Museum Trust Ltd is an award-winning Charity championing STEM education and hosting a unique Chemicals archive, it is renowned in the NW Chemicals and Science sector and is a long-established, highly popular school and family orientated visitor attraction. Catalyst is based in an historic Tier 11 listed building, set in spacious grounds at the very heart of the modern Chemicals industry where it all began in the NW in Halton, at Spike Island.

These are exciting times for Catalyst, as it has accelerated its growth since Covid, having secured funding to enhance its facilities and has another major bid in progress with the National Lottery Heritage Fund, with the goal to re-invent its exhibitions and widen its visitor appeal. It already now works with c220 schools at Key Stages 1-3, who attend educational field visits, besides the public and corporate clients. Reporting to the new CEO you will be an integral part of the overall team; this is great opportunity for you to make your mark in the organisation to provide accurate finance information and continue to develop and improve the financial and operational systems supporting the next phase of future growth.

This is a hands-on and varied role, with a wide span of responsibilities, including the upkeep of day-to-day financial operations, including invoicing, payments, VAT, banking, gift aid etc., through to producing the full monthly management accounts, budgets, and forecasts to support management and the Board's decision-making, plus drafting the annual accounts liaising with the Auditors and other Third Parties. You will provide financial information relating to significant grant-funding claims when required and be capable of project managing the successful financial aspects of bid wins. Additionally, you will continually look to develop finance processes and procedures and assist with further integration of IT systems. Your role will involve you working collaboratively with the wider Catalyst team, and third-party service providers, for such as payroll, HR, IT, Telephony etc.

The successful applicant will likely be a qualified AAT (ACCA, CIMA or ACA) who will relish this broad-based role and wants to be part of this vibrant, local Charity, who seeks to work on a permanent, flexible Part Time basis on site (25 hours). Catalyst is typically open 6-7 days per week. We will consider candidates with the requisite accounting expertise from Not-for-Profit, Charitable, or private sector backgrounds. Although as a Charity, ideally you will have the knowledge (or the quick ability to learn) the finance requirements relating to Charity and SORP regulations.)

If you believe you have the experience and attributes required to be successful in this role, we would be delighted to hear from you. To apply, please forward your CV in the first instance to Anita Caldwell, RMG, working on behalf of Catalyst as their retained recruitment adviser for this position, quoting ref: AC/FIN to [anita.caldwell@rmg-uk.com](mailto:anita.caldwell@rmg-uk.com), or call 01928 711800 or 07760 445183 for further information.

Closing date: 6<sup>th</sup> May 2024.