



Cirencester, Gloucestershire, GL7 6JN

Part-time Head of Finance (G8)

Salary range: £40k- £47k FTE per annum depending on experience

REF: ADM2001

The Organic Research Centre is the UK's leading independent research centre focusing on the development and promotion of sustainable, agroecological solutions to food, farming and environmental issues, including organic farming and agroforestry. ORC is a registered charity with ca. 25 staff and funded primarily by project grants and contracts, from government, EU and foundation sources, as well as voluntary donations.

We are looking to appoint a full-time Head of Finance (G8) to provide full accounting support to the Chief Executive Officer, Council of Management and Finance Committee. The role will also have responsibility to manage and develop the finance function, including staff, procedures, and policies; to lead the monthly and annual accounts cycles including external audits and budgets; to be part of the Senior Management Team and advise on finance related issues, and to occasionally deputise for the CEO.

As leader of a small team this is a hands on role. In addition as a small charity, we have to be able to adapt and change in order to capitalize on every opportunity, so the successful applicant must be able to cope with this whilst working at pace.

Candidates must be CIMA/ACCA/ACA/QBE qualified. At least three years' finance experience, experience managing a team and accounting within the charity sector including an understanding of FRS102 and Charity SORP are essential. The successful candidate must be computer literate including experience of computer-based finance systems (knowledge of Exchequer software would be an advantage) and MS suite, particularly Excel. Good communication skills written and oral in a variety of styles, good organisational skills, the ability to work alone and within a team, to provide leadership and to methodically organise, with the ability to prioritise appropriately, achieve targets and deliver to deadlines are also essential to this role. An interest in organic food and farming, food systems, agroecology and the environment is desirable but not essential, training is available.

Applications must be on an ORC application form. **Further details can be downloaded from the Organic Research Centre website (www.organicresearchcentre.com).**

The closing date for applications is **Friday 8th January 2021**. Interviews will be held via MS Teams **Wednesday 20th January 2021**. With a view to start week commencing 8th February 2021.