



Cirencester, Gloucestershire, GL7 6JN

Finance Officer

Salary range: £22,000 - £25,000 per annum depending on experience

REF: ADM2210

Do you have a genuine interest in regenerative organic farming? Do you have experience of working in a small but busy finance team? Are you keen to support your colleagues in finance and administration tasks? Then you could be the person that we are looking for!

The Organic Research Centre (ORC) is the UK's leading charity focusing on the development and promotion of sustainable, agroecological solutions to food, farming, and environmental issues. As well as its core work to change how the country farms by translating our research into real world application, we also manage Agricology which exists to provide farmers with a wealth of easily accessible resources and events that deliver practical, sustainable agriculture.

ORC has recently implemented a new finance system bringing a range of improvements. As we continue to build on these enhancements, we are looking to appoint an enthusiastic Finance Officer to join our team, ensuring accurate financial records are kept and to provide financial and administrative support across the business.

The successful candidate must have previous experience in accounts payable, working with computer-based finance systems, possess effective communication skills both written and verbal, the ability to remain calm under pressure working to tight deadlines. The individual must also be able to work independently as well as part of a team.

We are looking to recruit the right candidate for this key role, which is offered on a part time basis, working from home although attendance at ad-hoc team meetings (typically at our Cirencester office) would be required.

A job description and details of how to apply are available at <https://www.organicresearchcentre.com/about-us/working-with-us/>. The closing date for applications is **12 noon 4th November 2022**. Initial interviews will be held online wc. 14th November 2022.