



SCIENCE PROJECTS

Job Opportunity: Accounts Assistant

Location: The Observatory Science Centre, Herstmonceux, East Sussex

Reporting to: Finance Director

Contract & Hours: Permanent, Part-time, 20 to 22 hours per week

Salary: £13.26 to £14 per hour depending on skills and experience

Role Overview

The Observatory Science Centre (OSC) has an exciting opportunity for a skilled bookkeeper to work as an Accounts Assistant for 20 - 22 hours per week, over 3 to 4 days per week.

This is very much a 'hands-on' position for a busy attraction. You will be expected on a day to day to support the OSC management team in fulfilling all aspects of financial areas, as well as providing accurate financial information to support the Company's Accounts & Payroll Manager. You'll have had plenty of financial and general administrative experience, not necessarily in a tourist attraction and will be a confident IT user (including Outlook and competent Excel skills).

The post holder will collate and maintain all OSC financial information from OSC's on-line pre-payments, shop & catering, payment on entry etc., using our bookkeeping software (Sage). The successful candidate will remotely support the Company's Accounts & Payroll Manager at Head Office. This requires the applicant to have previous responsibility for the operation of an accounts system and includes cash management and recording, purchase and sale ledger functions.

Key Responsibilities

- Your work will include recording and reconciling financial transactions in Sage, such as supplier invoices and bank reconciliations
- Preparing cash for banking and banking it, and petty cash records.
- Assisting with finance administration tasks including recording visitor numbers.
- To liaise with the Company's Accounts & Payroll Manager, based at Head Office.
- To create and update OSC finance procedures.
- To communicate and liaise at all levels ensuring the OSC team are aware of financial procedure changes.
- To operate tills, card machines and handle money etc.
- To implement and comply with all statutory and company policies and procedures including charity regulation, and Health & Safety.
- To attend training courses when requested, for both regulatory and personal development purposes



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- To undertake any other duties and tasks as should reasonably arise at management request e.g., providing data for fundraising applications etc.

Please note: Duties may extend dependant on the individual and their knowledge/previous experience. This job description is not exhaustive and will be reviewed on a regular basis. Amendments and additions may be required in line with future changes in policy, regulation or organisational requirements.

Person Specification

Qualifications:

Advantageous to hold a finance technician/AAT level 2 or 3 qualification, with at least two years' experience of bookkeeping and financial administration, including experience of working with computerised accounting software. This role may suit a part qualified or qualified accountant, looking to work part-time and flexibly.

Knowledge & Experience:

- Proven Bookkeeping experience: **Essential**
- Knowledge of Microsoft Office software particularly Excel and Google suite: **Essential**
- Solid understanding of basic bookkeeping and accounting payable/receivable principles: **Essential**
- Knowledge of Sage: **Desirable**

Skills & Attributes:

- Excellent written/spoken English communication skills and strong command of numeracy
- Proven ability to calculate, record and manage accounting figures
- You will be able to work swiftly and precisely with figures, maintaining consistency, accuracy and excellent attention to detail
- IT literate with strong data entry skills and hands-on experience with spreadsheets.
- Self-motivated and able to use initiative for working independently whilst recognising when to ask for help
- Personable, honest, friendly, well-presented and confident
- Ability to work under pressure with good problem-solving skills
- Ability to multi-task, prioritise and manage time effectively
- Own transport (to / from OSC) is essential due to the rural location
- All personnel are required to hold an Enhanced DBS check once employment commences.



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Working Conditions

You will be joining a small, dedicated team. This is a permanent role on-site with some flexibility. This job role is part-time (20 to 22 hours per week) to commence as soon as possible. Hours to be worked over 3 to 4 days per week, offering flexible weekly work patterns to fit other commitments. Hours are flexible & variable within the times of 9.30 am to 5.30 pm Monday to Friday. It is ideal to be in the office from Monday – Friday, we are open 7 days a week for most of the year, so there is an option for an occasional day at the weekend.

What we offer

The Observatory Science Centre is part of Science Projects Ltd, an educational charity and operates efficiently & economically.

There is free parking on site, plus free tea/coffee etc. Uniform of polo shirt, sweatshirt and fleece are provided, and you are entitled to employee discount in The Café/The Launch Box & Shop.

Employees are given the opportunity to use their initiative and to expand their role within the team according to their own skill base.

The successful applicant will be required to start as soon as possible, subject to references etc. Final confirmation of employment will be dependent on satisfactory DBS checks and successful completion of probationary period.

The Observatory Science Centre is a non-smoking environment.

Application Process

To apply, please submit a CV and covering letter to hina@science-projects.org by 5pm, Wednesday, 5th November 2025.

Science Projects is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.