**VACANCY – Finance Manager (part time)**

About Enhanc3D Genomics

Enhanc3D Genomics is a functional genomics spinout company from the Babraham Institute (Cambridge, UK) leveraging a disruptive technology to profile three-dimensional (3D) genome folding at high resolution. Understanding DNA organisation and long-distance interactions allows to link gene enhancers and non-coding genetic variants to their target genes and holds promise to unlock disease-related genetics for therapeutic discovery.

Enhanc3D Genomics has recently completed its Series A funding round and is setting up its operations and laboratory in new premises on St John’s Innovation Park.

http://enhanc3dgenomics.com/

Role Description

Enhanc3D Genomics is an innovative and dynamic company with diverse and highly engaged staff. We believe in fostering great teamwork to maximise our collective skills and experience. We are passionate about realising the power of 3D genomics by developing new cutting-edge technologies for therapeutic discoveries.

We are looking for a forward-thinking, enthusiastic, highly motivated **Finance Manager** to join the team. Enthusiasm and passion to deliver are key to this role. The ideal candidate will have experience of working in a fast-paced innovative environment. The role is expected to be 20 hours per week.

You will be an organised and competent professional with exceptional interpersonal and communication skills, enabling you to successfully operate in a start-up business environment and able to fulfil your role independently.

**Key** **accountabilities**

* Ensure that all financial policies and procedures meet statutory requirements.
* Monitor compliance with the company’s financial regulations and procurement policy, introduce robust business systems which comply with the accounting requirements and meet the needs of the company
* Prepare budgets.
* Prepare monthly management accounts
* Work with the auditors on the preparation of the statutory accounts
* Provide reports and management accounts to the Board and CFO
* Advise with financial matters in relation to capital projects.
* Maintain all financial records and improve financial processes to minimise any administrative burden.
* Maintain the online banking system with suitable controls, input and authorise payments in line with the agreed limits.
* Undertake credit control
* Ensure outsourcing arrangements are monitored and liaise with the current service provider regarding financial matters
* Provide commercial input to all contracts including negotiation with suppliers
* Oversee the financial administration of new starters, leavers along with monthly payroll contract changes.
* Opportunity to have a broader remit alongside the financial function

**Qualification and Skills**

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| Essential | Desirable |
| ACA/ACCA Fully Qualified | A social personality that contributes to an open, positive, collaborative working climate, and a strong desire for personal and professional development  |
| Ability to identify opportunities and implement solutions | Proven experience of working in a fast-paced research-driven environment |
| Ability to manage changing priorities and fluid situations | An understanding of IP, quality standards |
| Confident in independently addressing matters in which they have no prior experience | Experience with office moves  |
| Proficient in Microsoft Office |  |
| Excellent oral and written communication skills  |  |
| Outstanding organisational and time management skills |  |
| Knowledge of office management systems and procedures |  |

To apply for this position, please submit your CV and a covering letter to hr@enhanc3dgenomics.com