

Appointment of

Finance and Payroll Manager

Wonderseekers

Winchester Science Centre

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A Welcome from our CEO



Hello and thank you for considering a role at Wonderseekers!

We are a people-powered charity, and our work is made possible by the talented, dedicated people who come together to bring our mission to life. We're looking for people who share our passion for inspiring curiosity and making science accessible to all. Whatever your role, you'll have an important part to play in helping us turn our ambitions into reality. Perhaps you could be part of that journey?

At Wonderseekers, we believe curiosity has the power to change lives. By inspiring children to discover the wonder of science, we aim to empower them to lead happier, healthier and more sustainable lives, while helping to improve life on Earth. It's an ambitious purpose that drives everything we do.

Our people sit right at the heart of this mission - every visitor welcome, every experience delivered, every partnership nurtured, every project brought to life starts with the talent, creativity, and commitment of our teams. From front-of-house, to behind-the-scenes expertise and support, from public engagement to income generation, science learning, impact and evaluation, it is the collective effort that keeps Wonderseekers moving forward.

We have teams working across three main sites: Winchester (Winchester Science Centre), Eastleigh (our Head Office) and Basingstoke (Science Projects). Across these locations, colleagues bring together a wide range of skills, knowledge and expertise, united by a shared purpose.

We're proud to be an inclusive, family-friendly, flexible and fun employer. We recognise that work is an important part of life and want everyone to feel happy, supported and able to grow. Our comprehensive staff benefits package reflects these commitments, and we also make time to come together, celebrate our successes and enjoy being part of a wider team – whether at our annual conference, summer family gathering or festive party.

We're looking for people who share our values, thrive in a collaborative environment, and are excited by the opportunity to help shape the future of a growing charity, all while having a bit of fun along the way. In return, you'll join a passionate team, enjoy a supportive working environment, and play a meaningful role in making a genuine difference.

Thank you again for considering joining Wonderseekers, we can't wait to hear from you.



Ben Ward
Chief Executive Officer
Wonderseekers

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About our Charity

Wonderseekers (the charity behind Winchester Science Centre) strives to engage all children with science so they can live happier, healthier and more sustainable lives, and contribute to improving life on Earth.

Our charity operates Winchester Science Centre, a vibrant, hands-on experience for young people and families. With curriculum-linked school trips, an exciting programme of live science experiences, a magnificent planetarium and a year-round calendar of events, the Science Centre welcomes more than 200,000 visitors every year. Alongside this, Wonderseekers delivers a free and impactful community programme for priority audiences who may not otherwise have the opportunity to engage with science, reaching over 10,000 people annually. Through its work both on-site and out in communities, the charity brings science to life in imaginative, fun and accessible ways, ensuring everyone can be included.

In October 2026, Wonderseekers entered an exciting new chapter as the Science Projects joined the charity. Building on a long-standing relationship and a shared commitment to inspiring curiosity through hands-on learning, this development significantly expands the charity's reach, expertise and impact.

The Science Projects team has an outstanding reputation for designing and manufacturing innovative interactive exhibits for science centres, museums and visitor attractions across the UK and internationally. By combining this engineering and fabrication expertise with Wonderseekers' strengths in accessibility, co-creation, audience engagement and evaluation, the charity is creating an even stronger offer for partners and clients.

Together, these complementary strengths enable Wonderseekers to offer a complete end-to-end service, from audience insight and concept development through to exhibit design, manufacture and evaluation. The partnership also creates new opportunities for innovation, sustainability and growth, extending the charity's work beyond science centres into museums, zoos, aquariums, galleries and other visitor attractions both in the UK and around the world.

Today, Wonderseekers is a growing and ambitious charity, united by a belief in the power of curiosity, discovery and accessible science engagement to create meaningful impact for children, families, educators and communities.

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Every Role Contributes to Our Mission

Whether working directly with our visitors or supporting behind the scenes, when you join Wonderseekers you're contributing to work that creates real impact. Here's what our team helped achieve in 2025/26.

101,905

public visitors to Winchester Science Centre.

Children and their families, friends, peers and community groups who visited in their leisure time.

The total includes 454 tickets to carers and community groups (59% decrease on previous year) and 4,226 carers/ personal assistants.

Down 3.8% on last year



Up 1.7% on last year

41,790

educational visitors to Winchester Science Centre.

Children and their accompanying adults who visited as part of a school trip, SEN school or group visit, or home education visit.

Up 17% on last year

39,520

people visited Winchester Science Centre for a special event.

Children and adults who attended out-of-hours events, including Van Gogh Alive and our Cosmic Christmas daytime experience.

12,268

people engaged through our Equity, Community and Outreach programmes this year.

This represents a decrease of 27% on the previous year, largely due to the end of the mobile dome offer and a reduction in team capacity from four staff members to three.

Down 27% on last year





15,269

Visitors experienced Van Gogh Alive, the first of its kind at Winchester Science Centre. These are included in our special events numbers.

Fusing science and art, this nine-week digital exhibition connected children and adults to the natural world through the lens of this iconic artist.

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Our Strategy: People and Planet 2030

Everything we do is guided by our vision of a world where people and planet thrive through science. Our strategy sets out the difference we want to make and the values that guide us along the way. As you explore this application pack, we hope it helps you understand what it's like to be part of Wonderseekers and how every role contributes to our mission.

Vision

A world where, through the wonder of science, people and planet thrive.

Mission

To create a more equitable world where all children can treasure science and are equipped and empowered to improve lives and protect and heal our planet.

Values



Inclusive



For the planet



Bold



Fun



Open and honest



Collaborative

Outcomes

- Children are connected to nature
- Children use their science enquiry skills
- Children want to play their part
- Children value and see the relevance of science

Objectives

- Diversify our reach and grow impact
- Champion equality, diversity and inclusion in science
- Work long-term with children who need our support the most
- Protect and heal our planet and inspire others to do the same

Key themes

Be the change

Respect. Protect. Action.

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Job Details

Join Wonderseekers, the charity behind Winchester Science Centre, as our Finance and Payroll Manager and play a vital role in supporting a mission that inspires children with science. This is a fantastic opportunity for an organised and detail-focused finance professional to take ownership of payroll, income processing and key financial controls and work independently through day-to-day problems within a friendly, supportive team.

Working Hours: 25-30 hours per week (4 full days, or 5 shorter days)
Work Pattern: Flexible, with hours to be worked across either 4 or 5 days per week (weekdays, office hours). Work pattern to be discussed.
Location: Working across all Wonderseekers sites including Winchester, Eastleigh and occasional working from Basingstoke, with the opportunity to work from home for up to one day per week, subject to operational requirements.
Salary: £34,000 FTE (actual salary will be pro-rata based on agreed hours per week).
Line manager: Head of Finance
Holiday: 25 days per annum plus bank holidays (pro-rata). Option to buy/sell some leave and gain additional days for continuous service after four years. Bank holiday working required.
Benefits: Cash health scheme, life assurance, buy/sell annual leave, café and shop discount, free tickets to WSC and partner attractions, family friendly leave, wellbeing policy, mental health first aiders, flexible IT, casual dress, staff events, enhanced pension contribution.
Deadline: 9am 4th January 2027
Interviews: See below

The Role

As a key member of the Finance Team, the Finance and Payroll Manager has a vital role in keeping the charity's financial operations running smoothly and accurately. Working within a small supportive Finance Team, you'll help ensure the organisation has strong financial foundations by managing payroll, preparing sales invoices, and keeping our income records up to date and reliable.

Reporting to the Head of Finance, you'll take ownership of key financial processes—from preparing monthly payroll and reconciling bank accounts to managing aged debtors and supporting month-end activity. Your work will help ensure our staff are paid correctly, our records are accurate, and our income streams are well-managed.

Attention to detail and a proactive approach are essential in this role. You'll take responsibility for progressing your work, use available guidance and records to investigate problems, and bring clear findings and proposed next steps when you need support. As part of a small and dedicated team, you'll also have the opportunity to support wider finance activities and contribute to ongoing improvements that strengthen our financial controls and help the charity deliver its mission.

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Key Responsibilities

Payroll

- Prepare the monthly payroll for salaried and casual staff, ensuring accuracy, completeness, and adherence to HMRC requirements.
- Liaise closely with the People and Culture team to ensure payroll changes, including starters, leavers, contractual changes, and absences, are captured accurately and processed in a timely manner.
- Review recorded timesheets and include them in payroll submissions.
- Reconcile payroll reports to submission reports and check for accuracy and completeness
- Maintain payroll records and support staff with payroll-related queries.
- Prepare the monthly payroll journal for posting to the accounting system.

Sales Ledger and Income Processing

- Process and reconcile daily sales transfers and income feeds from other operational systems into the accounting software.
- Prepare Gift Aid reports to support claims and ensure compliance with HMRC requirements.
- Manage aged debtors, including proactive follow-up and communication to support effective credit control.
- Prepare and post month-end journals, including deferred income and other routine adjustments.
- Preparing other ad hoc sales invoices

Banking and Reconciliations

- Manage bank feeds and carry out regular bank reconciliations to ensure accurate and up-to-date cash records.
- Perform control account reconciliations (e.g., debtors, income control, payroll) and resolve discrepancies on a timely basis.

General Finance Support

- Assist with month end and year end processes, ensuring deadlines are met and documentation is well organised.
- Support the Head of Finance with budgeting and reforecasting templates and data collection.
- Review of coding within the finance system and reports to ensure accuracy, correcting errors where found.
- Support the Head of Finance with project monitoring.
- Support the Finance Team with ad-hoc tasks and process improvements to strengthen internal financial controls.

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What You'll Bring

Essential

- Experience working in a finance role involving payroll and sales ledger responsibilities.
- Strong numerical skills and high attention to detail.
- Good understanding of payroll processes and UK payroll legislation.
- Proficient in Microsoft Excel and other Office applications.

Desirable

- Experience with accounting software Sage 50.
- Understanding of Gift Aid rules and claims processes.
- Experience working within a charity or not-for-profit organisation.

Personal Attributes

- Highly organised, with strong attention to detail; able to plan and prioritise your workload and complete tasks accurately and on time.
- Team player, enjoys being part of a small, dedicated team and willingly supports colleagues to ensure the smooth running of the finance function
- Reliable and flexible –able to step in and cover key finance tasks during periods of absence helping to maintain continuity from the finance team.
- Strong communication skills to build a supportive working relationship with colleagues across the organisation.

Additional Information

- Willingness to work across all Wonderseekers sites as required.
- Flexibility to occasionally support operational requirements outside normal working hours, with time off in lieu provided.

In addition applicants will have a clean record on the Disclosure and Barring Service

Why Join Wonderseekers?

At Wonderseekers, we're committed to creating a workplace where people can thrive. As a values-led and people-focused employer, we place a strong emphasis on wellbeing, flexibility, inclusion and supporting colleagues through all stages of life. We offer a comprehensive range of benefits designed to promote work-life balance, personal wellbeing and financial security, making Wonderseekers an incredibly rewarding place to be.

As Finance and Payroll Manager, you will have access to a range of benefits including cash-back health insurance, life assurance, flexible holiday schemes which increase with service, generous family-friendly leave, a wellbeing and mental health support, a cycle to work scheme, pension contributions, annual inflationary pay reviews, discounts, free tickets and much more.

We're an Age-friendly Employer

disability confident LEADER

MINDFUL EMPLOYER

WE SHOW THE SALARY EMPLOYER

Happy to talk Flexible Working

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Our Selection Process

For this role, we anticipate a two-stage interview process. To help you feel confident and fully prepared, interview questions will be shared in advance.

Interview dates will take place w/c 11th January 2027.

The panel will include key stakeholders. Candidates can also expect a task, tour, and the opportunity to meet members of the wider team informally.

Apply Now!

To learn more about working with us and explore our current opportunities visit our careers page.

Ready to apply? Submit your application using our recruitment portal.

Through our recruitment portal, you'll be asked to provide your contact details and respond to a small number of application questions. This is your opportunity to tell us more about your experience, achievements and motivation for the role, so we encourage you to keep your responses concise, relevant and impactful. You will also be required to upload both a **CV and cover letter** (maximum of 2 pages). Please note that applications submitted without a CV and cover letter will not be considered. Our screening questions for this role are:

1. What attracts you to Wonderseekers and the Finance and Payroll Manager role, and why is this the right next step for you now? Explain how your experience and preferred way of working would help you take ownership of payroll and income processes in a small, supportive Finance Team. (Max. 5,000 characters)
2. Briefly outline your hands-on experience of monthly payroll, sales ledger management and bank and control account reconciliations. Give one example of a discrepancy you resolved, explaining what you personally did to investigate it, how you used guidance or learned anything unfamiliar, and what you resolved independently or escalated and why. (Max. 5,000 characters)

We'd Love to Hear From You

If you'd like to arrange an informal conversation about the role, explore whether it's the right opportunity for you, or ask any questions before applying, please get in touch at **hr@wonderseekers.charity**.

Need information in a different format or would prefer to apply in an alternative way? No problem. Contact our People and Culture team at **hr@wonderseekers.charity**, **01962 863791** or **07483 371391** and we'll be happy to help.

We're always pleased to talk about the role, our culture and the meaningful impact our teams make every day.

No recruitment agencies, thank you.

Apply Now!

To learn more about working with us and explore our current opportunities visit our careers page.

Ready to apply? Submit your application using our recruitment portal.

We look forward to hearing from you!



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