

Do you want to join our Adventure?

Who is WATS.ON? WATS.ON partners with **scientific societies** to help them launch, incubate and grow to enable **broad scientific and social impact**. We do everything from **setting and facilitating their growth strategy** and **managing their finances** to **planning and delivering their events, growing membership**, equipping the society with all the **tech** it needs to maximise automation, right through to **training scientists** and **nurturing young talented students**.

Who is The Curiosity Box? The Curiosity Box **creates fascinating and fun family experiences of Science, Tech, Engineering and Maths (STEM)** that help children develop problem solving, experimenting and creative thinking skills, and above all to have serious fun with STEM. **We create award winning boxes of fun and engaging hands-on activities**, delivered to the homes of 4-11 year olds on a “batteries and all included” **subscription service**. Alongside our boxes of wonder, we are building an on-line community of families from all over the world who love to explore and discover.

WATS.ON and **The Curiosity Boxes** share office space in beautiful Eynsham, Oxfordshire, and are looked after by the same management team. Both companies need support in administering their finances including bookkeeping, this position would be a minimum of 3 days split between the two companies.

Wanted: The Number Conductor

What's involved? Our ideal Number Conductor will be experienced in:

- Using **Xero** as a bookkeeping and financial management tool
- (re)organising our **processes** so we are more efficient and do the right things in the right way
- **Liaising with leadership teams** to present financial cases for business decisions that need to be taken, in addition to **preparing / feeding into management and investor reports**
- **Generating invoices and chasing and reconciling payments** across variety of our clients
- Administering and processing **VAT** returns
- **Liaising with accountants** to prepare our end of year paperwork
- Administering and processing **expenses, payroll** and **pension**
- Be a master at using **excel** to analyse and present data

What you'll get in return:

- A place that you will look forward to coming to work, with people who are motivated and supportive
- A **result-oriented value-driven** workplace that supports **flexible** and **remote working** patterns and does not micro-manage
- 3 days per week shared between The Curiosity Box and WATS.ON on a competitive salary based on experience



- 25+ days holiday (on full-time contract), days out, get-aways and much more!

Important dates:

- Interview dates from **September** onwards
- Start date: shortly thereafter

Interested? Here's what you need to do:

1. Spruce up your CV and send it by **31st August** to joinus@curiosity-box.com
2. Await an email from us confirming whether or not you have been invited to interview (details of the interview will be given then)
3. Don't forget to check out our stories: for everything Curiosity Box: www.curiosity-box.com; for everything WATS.ON: www.wats-on.co.uk. If you have any burning questions or want to have a chat before applying, just drop us a line: joinus@curiosity-box.com

