



Sands
Application Information

Finance Officer

January 2024

About Sands

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of more than 100 regional support groups based across the UK and run by trained befrienders.

Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

Sands promotes improvements in policy and practice and supports research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Since 1978, Sands has grown into a UK-wide charity with a powerful vision shared by dedicated supporters, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by more than double since 2019 to £7m and, as part of our strategic plan, is focusing on how we can make the biggest different to the lives of bereaved families and save babies' lives. To find out more, visit www.sands.org.uk

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

Sands Staff Benefits

Annual Leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

Sands Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to additional services from Legal and General including legal and financial support, a medical helpline, and a health and wellbeing platform. Additionally Staff have access to a wide range of shopping offers and discounts, plus advice on finding and funding later life care for their loved ones or themselves.

Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

Sands is a vibrant, growing charity!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity.

Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.

About the role

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We are recruiting a Finance Officer to ensure the smooth and effective running of our day-to-day financial transactions, including the posting and recording of accounts receivable data. The role also includes undertaking purchase ledger and bank/cashbook reconciliations, assisting with the posting of month end journals, processing payments and resolving enquiries from staff and external suppliers.

The successful candidate will possess excellent relationship-management and technical skills to take full ownership of key financial operations such as purchase ledger, sales ledger and credit card payment processing.

In this key and customer-facing role, you will need to be able to use accounts packages e.g. Sage L50 to a high standard and be proficient in MS Office packages.

With demonstrable relevant experience as Accounts Receivable / Payables Officer, you will have a good understanding of double entry book keeping and basic accounting principles.

Strong reconciliation skills and analytical skills are also essential together with good attention to detail.

A positive and pro-active attitude is essential, along with the ability to prioritise your workload effectively to be able to meet strict deadlines.

You will be able to demonstrate a high level of commitment to Sands' Vision and Core Aims.

To apply:

Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to recruitment@sands.org.uk.

Please also complete the Diversity and Equality Monitoring Form and send this with your application.

CVs and supporting statements should be sent as attachments to an email in either Word or PDF format. The title of the attachments should be your first name, surname and either CV or supporting statement e.g. "Robert Harvey CV"

Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications: 31st January 2024

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held online.**

Job Description

Job Title:	Finance Officer
Reporting to:	Director of Finance & Resources
Location:	Hybrid – 80% Remote working, 1 day per week in London Office
Hours:	35 Hours per Week
Salary:	£34,500 per annum plus £312 Home Worker Allowance per annum

Main Purpose of Job:

Sands is seeking to appoint a Finance Officer. The successful candidate will possess excellent relationship-management and technical skills to take full ownership of key financial operations such as accounts payables and ensure the smooth and effective running of our finance function.

In this key and customer-facing role, the post-holder will need to be able to use accounts packages e.g. Sage 50 to a high standard and have a good knowledge of double-entry bookkeeping and basic accounting principles.

A positive and pro-active attitude is essential, along with strong organisational skills plus the ability to prioritise and multi-task. Strong communication skills, both verbal and written are essential as the post-holder will frequently deal with external and internal customers at all levels.

The post-holder must be able to demonstrate a high level of commitment to Sands' Core Aims and Strategic Objectives.

Principal Tasks and Responsibilities

- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable data
- Maintain and reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Carry out bank and cashbook reconciliations
- Assist with the posting of Month End Journals e.g. Payroll, depreciation.
- Verify discrepancies and resolve suppliers' and staff's invoicing / claims issues.
- Process payments of invoices / claims due
- Generate financial statements and reports detailing accounts payable/Accounts Receivable status.
- Process incoming mail and Sales invoicing
- Audit ledgers to ensure they contain correct information, such as billing addresses and invoice numbers
- Prepare and maintain various reports
- Maintain an accurate aged debtors and creditors' reports
- Identify and execute the necessary process adjustments
- Reconcile Accounts Receivable / Payable to the General Ledger
- Update and reconcile Fixed Asset register
- Follow agreed processes for reconciling Direct Debit and Standing Order reports and deal with any problems that arise.
- Maintain the security and confidentiality of individual details as required at all times.
- Follow agreed processes for filing, storing and destroying paperwork.
- Complete other finance duties as required by the Finance Manager.
- Co-ordinate specific areas of procurement within the organisation, such as stock and stationery
- Reconcile all credit card statements for the organisation and produce relevant reports
- Support Income Processing in accordance with Charity Commission guidelines.
- Produce statistics and ad-hoc reports as required
- Ensure the organisation complies with relevant Data Protection legislation regarding employee records

General

- To be willing to represent Sands at fundraising and supporter events if required.
- Maintain an up to date knowledge of current activities within Sands
- To work flexibly with other members of the Finance and wider Sands staff team
- Able to demonstrate a high level of confidentiality and awareness of data protection issues
- Participate in training, regular supervision meetings and annual personal development review.

- The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole.
- Promote Sands' Vision and Values at all times and abide by all Sands Policies and Procedures.
- Commitment to and understanding of Equal Opportunities.
- Attend and contribute to meetings and Sands events as required.

This job description is not contractual and is liable to change over time

Person Specification

Importance	Criteria	Assessment Method
Essential	AAT qualification (or similar) or studying for AAT	Application & Interview
Essential	An understanding of the charity sector	Application & Interview
Essential	Demonstrable experience of and proficiency in working with accounts packages, such as SAGE 50	Application & Interview
Essential	Substantial experience of working with databases and experience of producing reports, statistics and analysis	Application & Interview
Essential	Good workload management skills including the ability to prioritise effectively and meet deadlines	Application & Interview
Essential	Proven working experience as accounts receivable / payables officer	Application & Interview
Essential	Solid understanding of double entry book keeping and basic accounting principles	Application & Interview
Essential	Data entry and numeracy skills	Application & Interview
Essential	Proficiency in MS Office packages	Application & Interview
Essential	Good customer service skills	Application & Interview
Essential	Strong team-working skills, able to work with minimum direct supervision and to learn new tasks and approaches quickly. Able to work on own initiative.	Application, & Interview
Essential	Strong reconciliation skills with the ability to use automated systems to improve reconciliation efficiency.	Application, & Interview
Essential	Strong analytical skills with good attention to detail, coupled with the motivation to meet deadlines.	Application & Interview
Essential	A flexible approach to work and the ability to tackle a wide range of projects	Application & Interview
Essential	A good communicator with strong interpersonal skills including a high standard of written and spoken English	Application & Interview
Essential	Empathy with Sands and its Vision	Application & Interview