Sands

Application Information

**Finance Officer (Part-time, Fixed-term)**

November 2016

About Sands

Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

* Supports anyone affected by the death of a baby.
* Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care.
* Promotes and funds research and changes in care that could help to reduce the loss of babies’ lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help through our 100 Sands Groups, Helpline and online forums. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK through our accredited bereavement care training programme and nationally recognised resources for health professionals.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life every day. Increasingly Sands is looking to fund high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

Find out more about our work: [www.uk-sands.org](http://www.uk-sands.org)

Sands Benefits

**Pension (non-contributory)**

We consider it important to encourage people to save for their retirement and as such provide staff with a 3% pension contribution paid into an Aegon Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available. Sands will increase our contribution into the pension scheme to 5% as soon as you achieve 3 years’ continuous employment with us. Subject to eligibility, you will be automatically enrolled into the pension scheme as soon as your employment commences, and you will be able to make additional voluntary contributions into the scheme if you wish. You will, if required, have the option to withdraw from the pension scheme.

**Annual leave**

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

**Employee Assistance Service**

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

**Season ticket loan**

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

**Childcare Vouchers**

Sands operates a childcare voucher scheme administered by Edenred, of the UK’s leading providers of employee benefits. You will be able to purchase vouchers up to the value of £243 free of tax and NI deductions, which can be used to pay your registered childcare provider. The value of the vouchers that you purchase will be deducted each month from your pre-tax pay via salary sacrifice.

**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 that you use to commute to work.

About the role

Sands is looking for an experienced Finance Officer, either full or part AAT qualified to take full ownership of key financial operations including account receivables and account payables. The post-holder will support the Finance and Resources management team to ensure the smooth running of the department and its functions.

With excellent knowledge of general accounting principles, you will be proficient in the use of Sage L50 accounting software, CRM systems such as ThankQ and/or Raisers Edge plus MS Office applications, particularly Excel.

You will be able to demonstrate a positive and proactive attitude, strong organisational skills and the ability to work well within a team environment.

A high level of communication skills (both written and verbal) is essential as you will be frequently liaising with external and internal customers including senior management.

To apply:

Please return the completed application form and monitoring form to **recruitment@uk-sands.org** by the closing date below:

**Closing date for applications 18th November 2016 (please note closes at 12pm);**

**Interview Date: 25th November 2016**

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

**All Interviews will be held at our Head Office at:**

Victoria Charity Centre, Ground Floor, 11 Belgrave Road, London, SW1V 1RB. Telephone: 020 7436 7940

Job Description

**Job Title:** FinanceOfficer (part-time), fixed-term

**Responsible to:** Finance and IT Manager

**Location:** Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB

**Contract:** 6-month fixed-term contract

**Salary:** £25,500 per annum *pro rata* plus £3400 per annum *pro rata* London Weighting Allowance

**Hours:** 20 Hours per Week (10.00am – 2.00pm, Monday to Friday)

**Main Purpose of Job:**

Sands is looking for an experienced Finance Officer with a relevant qualification (such as AAT or studying for similar) who will take full take full ownership of key financial operations such as accounts receivables and accounts payables, supporting the team in the management of other areas of the Finance & Resources functions to ensure the smooth running of its operations.

The post-holder will be responsible for tracking and resolving outstanding payment issues and generate weekly aging reports in a timely manner. A good knowledge of general accounting principles is required, as well as proficiency in using Sage L50 accounting software and MS Office (especially Excel).

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

Above all, the post-holder must be able to demonstrate empathy with the values and aims of Sands

**Principal tasks and responsibilities:**

Responsibilities include but are not limited to:

* Raise invoices and allocate incoming payments to invoices in compliance with financial policies and procedures
* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables’ data
* Banking of cash and cheques received on a daily basis
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
* Carry out bank and cashbook reconciliation
* Verify discrepancies by and resolve suppliers’ and staff’s invoicing/claims’ issues
* Process payment of invoices/claims due
* Generate financial statements and reports detailing accounts receivable status
* Process incoming mail and invoicing
* Send statement to outstanding customers and chase customers for overdue payments
* Maintain receivable and payable ledgers as required
* 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
* Manage and reconcile Petty Cash float

And any other ad-hoc duties

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

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Importance** | **Criteria** | **Assessment** |
| Essential | AAT qualification (or similar) or studying for AAT | 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 | Proven ability to calculate, post and manage accounting figures and financial records | Application & Interview |
| Essential | Data entry skills along with an aptitude for numbers | Application & Interview |
| Essential | Hands-on experience in operating spreadsheets and accounting software (Sage L50) and working knowledge of CRM system, such as ThankQ and/or Raisers Edge | Application & Interview |
| Essential | Proficiency in MS Office packages | Application & Interview |
| Essential | Customer service orientation and negotiation skills | Application & Interview |
| Essential | Strong team-working skills, able to work with minimum direct supervision and to learn new tasks and approaches quickly and also able to work own initiatives | 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 aims | Application & Interview |