

# Sands Application Information

## **Finance Officer**

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January 2026

# About Sands

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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 work to ensure that everyone affected by pregnancy and baby loss receives the care and support they need. We provide training so that everyone who comes into contact with bereaved parents and families has the knowledge, skills and confidence to offer sensitive, safe care and support. Our accredited training is available across the UK.

We provide bereavement support services both nationally through our Freephone helpline, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.

Additionally, we promote improvements in practice and support 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.

Over the past 47 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by 40% since 2012 and, as part of our strategic plan, is focusing on how we can make the biggest difference to the lives of bereaved families and save babies' lives. To find out more, visit [www.sands.org.uk](http://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

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## 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 our 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.

## Sand 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.

## Tickets for Good

All Staff have membership of a platform which offers free and discounted tickets to a wide range of entertainment events.

## 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.

## Adoption Pay

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

## Volunteering Leave

Staff can take 2 days of paid leave per year to volunteer for another charity

## Staff Reward and Recognition Scheme

All Staff can participate in a monthly Reward and Recognition Scheme

## 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.**

# Main Purpose of this role

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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 / receivables 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 L50 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.

# To apply:

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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](mailto:recruitment@sands.org.uk).

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. "Name CV"

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

**Closing date for applications: 23<sup>rd</sup> March 2026**

**Interview Dates: TBC**

**Approximate Start date: TBC**

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

**Please note that if we receive a large number of applications the post may close early.**

# Job Description

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Job Title:	Finance Officer
Responsible to:	Head of Finance
Location:	Hybrid (1 day in London office per week)
Region Remit:	London
<b>Contract:</b>	<b>12 month fixed-term contract</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Salary:</b>	<b>£35,200 per annum plus £312 Home Worker Allowance per annum</b>

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## Principle 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 reconciliation
- Verify discrepancies and resolve customer or supplier and staff's invoicing / claims issues.
- Process payments of invoices / claims due
- Generate financial statements and reports detailing accounts payable / receivable status
- Process incoming mail and invoicing
- Audit ledgers to ensure they contain correct information, such as billing addresses and invoice numbers
- Post Journals
- Prepare Accruals & Prepayments
- 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 a portion of the Balance sheet
- Assist with month end processing
- 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
- Co-ordinate specific areas of procurement within the organisation, such as stock
- Reconcile all credit card statements for the organisation and produce relevant reports

- Prepare and control Staff expenses via the WebExpenses portal through to Sage / payment
- 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
- Complete other finance duties as required by the Head of Finance

## 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.
- Always promote Sands' Vision and Values 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

<b>Importance</b>	<b>Criteria</b>	<b>Assessment Method</b>
Essential	AAT qualification (or similar) or studying for AAT	Application & Interview
Desirable	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 bookkeeping and basic accounting principles	Application & Interview
Essential	Proven working experience of preparing month end Journals such as Accruals/Prepayments	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