

Finance Officer



“Hope for tomorrow - today”

Dear Applicant,

We are looking for an amazing person to join our team.

The Child Brain Injury Trust was originally set up by a group of medical professionals. The organisation has evolved over the years and is now the leading UK organisation supporting families and professionals affected by childhood acquired brain injury. Working in consultation and collaboration with families and professionals, the charity aims to ensure families can access the support they need, when they need it and to ensure they have the best possible chance of reaching their potential.

As part of Team Support, you will be joining the charity at an exciting time, where we will be looking at the future needs of families across the UK affected by childhood acquired brain injury. We are developing our service in line with the future needs of families and as such, our financial management and processes need detailed oversight and operational development. This is to ensure that the charity is sustainable throughout our growth. As an inclusive and forward-thinking team, you will be part of and contribute to the development of the charity.

This is a varied and exciting development role for the right individual, where no two days are the same! If you are adaptable, solution focused and have excellent financial and organisational skills then we are keen to hear from you.

See you soon!

Lisa Turan, CEO



Background information about the Child Brain Injury Trust

An acquired brain injury is an injury to the brain that has happened after birth and is not progressive or degenerative. It is not something that families can plan for or are likely to expect, but the truth is that it may change lives forever. Acquired brain injury is likely to affect how a person thinks, feels, and responds to situations but will not always affect a person physically. For this reason, it is often referred to as a hidden disability.

Every thirty minutes in the UK a child acquires a brain injury, yet little is known about this high incidence disability. As a result, families often find themselves struggling to have their child's needs met. Leaving hospital and returning to education is often a good sign that things are better, and to some extents and purposes, this is true. The reality, however, is that children by their very nature are in a constant state of development and change, meaning that needs are likely to change and emerge over time as the young person develops. Added to this is the fact that teenage years are when most young people begin to fine tune skills such as independence and the ability to plan their life. As a result, difficulties in these areas can become much more obvious, particularly as adult support lessens.

The amount of information a parent or carer receives about their child's brain injury will depend on where they live, which hospital their child was admitted to, how much professionals knew and what parents have discovered for themselves.

The Child Brain Injury Trust has two regional offices in the UK, namely Oxfordshire (Head Office) and Belfast and currently employs a team of 41. Work is funded from a number of sources including Trusts, our Legal Support Services, Service Level Agreements with statutory services and supporter fundraising.

At the heart of our organisation are the people we exist for. Our values reflect the way we work to achieve our vision. Our values are:

Integrity

Compassion

Innovation

Reflective

Finance Officer

Job Purpose:

We are looking to appoint a Finance Officer to join our growing team. Reporting to and working with the Head of Finance this new role will ensure that appropriate financial processes and systems are followed and developed to support our charity's sustainable growth and safeguard our financial health.

The Finance Officer will ensure that financial tasks and transactions are undertaken in an efficient, effective and timely manner and, importantly, that relevant financial information is provided to keep the Head of Finance updated and informed, supporting the Leadership Team to make the best decisions for the charity.

We are looking for a confident and experienced individual to join our supportive team. Previous charity finance knowledge is helpful but not essential, above all we want an individual to be tenacious, curious, diligent and show strong initiative.



Duties and Responsibilities

Job Scope

1. Transactional Finance activity, including invoicing and book-keeping
2. Producing Monthly Management Accounts and Cashflow
3. Day to day responsibility for Sage and other relevant software systems and processes.
4. Payroll and Pension Administration and accounting for c. 40 team members
5. Assisting with Year End accounting, quarterly VAT returns and Gift Aid reporting
6. Preparation and presentation of other financial information to Head of Finance

Tasks and Responsibilities

1. Financial and Management Accounting including maintaining accurate financial records including the inputting and completion of postings to meet the month end timetable as directed by the Head of Finance
2. Manage the day-to-day input of accounts payable, accounts receivable and all other accounting transactions onto the accounting system SAGE.
3. Responsible for the management of the Sales and Purchase ledgers and credit control processes.
4. Responsible for the recording of all income received across all platforms including overseeing and bank monies to the schedules of cash/cheques received approved by the Head of Finance.
5. Process monthly staff expenses, printing, matching and preparing for payment.
6. Responsible for monthly bank reconciliations, petty cash accounting, preparation of payment schedules of suppliers and staff expenses ensuring all paperwork is coded appropriately.
7. Ensure that all nominal ledger control accounts are reconciled monthly, followed up, investigating any queries or differences and authorising resulting journal entries.

8. Prepare month end reports on Sage and prepare of the monthly Management accounts.
9. Assist the Head of Finance with preparing annual budget templates and support the budget process.

Financial Systems & Information

1. Drive the continuous process of reviewing and updating the charity's financial systems and procedures and providing an internal audit function.
2. Work towards making financial processes as paperless as possible.
3. Support the Head of Finance to maintain an up-to-date financial procedures manual.

Payroll

1. Responsible for processing and reconciling the monthly payroll.
2. Post relevant journals on Sage.
3. Support the Head of Finance with the administration of the pension and monthly processing.

Statutory Reporting

1. Support the Head of Finance in the reporting of payroll and VAT returns to HMRC
2. Be responsible for the quarterly Gift Aid return process.
3. Support the Head of Finance with preparation for and during external audit.

Other

1. Ensure all Child Brain Injury Trust's financial, administration, human resource and new technology systems are adhered to and implemented in all aspects of work, all health and safety and equal opportunities policies are adhered to and all personal responsibilities in regard to these policies are fulfilled suitably.
2. Ensure that all relevant Safeguarding procedures and commitment to children's rights are adhered to when carrying out the duties of the post and that knowledge and skills are kept up to date.

Who are you?

You should be accomplished in Sage 50 Accounts and have e experience working in a finance function and in financial administration.

Some experience of working with Salesforce or an equivalent CRM database and an accountancy qualification or studying towards a professional qualification (ACCA, CIMA, ACA, CIPFA) or AAT qualified. Experience of working in the Voluntary Sector, paid or unpaid would be great.

You should have excellent written and verbal communication skills (a natural ability to clearly communicate financial information to those with a non-finance background). You need to have proficient knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook and experience in database and payroll systems.

It would be amazing for you to have high level of attention to detail and methodical working, be a self-starter and be able to use initiative.

Have a positive and professional approach to work, be open to developing your skills though mentoring and coaching, be values focused and able to be adaptable in a growing and changing environment.





Attributes

- Values aligned with those of the Child Brain Injury Trust
- Commitment to ensuring the Child Brain Injury Trust is the organisation to which people turn to regarding childhood acquired brain injury
- Commitment to raising awareness of the impact of childhood acquired brain injury and acting as a champion for the cause
- Commitment to representing the rights of children and their families
- Approachable, professional, compassionate and caring
- Committed to own continuous professional development and improving own knowledge and skills

Mobility

- Ability to work flexibly within the region, including some evening and weekend work as appropriate and able to travel throughout the region

What do we offer?

Position: Finance Officer

Contract type: Permanent

Report to: Head of Finance, Admin and HR

Salary: £30,000 pa

Location: Hybrid working with an expectation of weekly attendance to Head Office

Hours: Full time 35hrs per week (5 days)

The Child Brain Injury Trust celebrates the diversity of the communities in which we work and is fully committed to inclusion and equality of opportunity. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender identity, disability or who are part of other groups that are disadvantaged and/or marginalised.

The Child Brain Injury Trust, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact the Child Brain Injury Trust on 01869 341075. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at The Child Brain Injury Trust. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks and references.

How to apply:

Please send a covering one page supporting statement explaining your suitability for the role along with your CV.

We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Please email your supporting statement and CV to office@cbituk.org quoting the job role.

If you would like to have an informal chat with someone from the Child Brain Injury Trust about this role, please email office@cbituk.org

Key dates:

Application deadline: Thursday 2nd May 2024

Interview dates: Friday 17th May 2024



Additional Information

Hours of Work	The role is full time – 35 hours per week. Due to the nature of our work, members of the team are sometimes required to be flexible in terms of when these hours are worked, and there will be occasions when the team may work additional hours or weekends in fulfilment of their roles.
Induction	All members of the team will undergo a period of induction once employment commences of a minimum of 2 weeks
Probation	All new team members are required to complete a satisfactory 6-month probation period. During this time, progress against objectives defined by the person specification and milestones will be measured and new team members will be expected to demonstrate their performance and competency within these areas.
Annual Leave	Annual leave is currently provided at 25 days a year (pro rata for part-time posts). Leave runs April to March. In addition to this, team members are entitled to full pay for all public and bank holidays and given additional time off on your birthday and between Christmas and New Year when the office is closed. off.
Sickness/Absenteeism	During a new member of the team’s probationary period, sickness and absence, other than any authorised leave will be paid as SSP (statutory sick pay), and not provided until the fourth consecutive day of absence. After probation, 10 days sickness is paidover a rolling 12 month period.
Pension	New team members are enrolled on Auto Enrolment pension scheme and full details will be provided upon appointment.
Mileage Allowance	Team members are reimbursed when required to use their own vehicles for official business. Team members are required to be insured for business use if using their own car. If appointed, you will be required to produce your driving licence and evidence of appropriate insurance. All information will be provided within the travel and expenses policy.
Relocation Expenses	The Child Brain Injury Trust regrets that it cannot provide relocation expenses to team members.
Maternity Leave	All female members of the team are entitled to basic maternity leave of 26 weeks, subject to 26 weeks of continuous service at the expected week of confinement (EWC).
Paternity Leave	The Child Brain Injury Trust pays one week at full pay, followed by one week at SPP (Statutory Paternity Pay), subject to 26 weeks continuous service at the expected week of confinement (EWC).
Employee Assistance Programme	Health and wellbeing advice, Edenred discount scheme and much more