

## Job Description

<b>Post</b>	Finance & Administration Officer (12 months fixed term, 3 days per week)
<b>Location</b>	Home based with occasional travel to London
<b>Reporting to</b>	Policy & Development Manager, Blood Cancer Alliance
<b>Responsible for</b>	This post has no direct reports

## Job Summary

There are around 240,000 people living with blood cancer in the UK. Together, blood cancers are the fifth most common type of adult cancer, the most common cancer amongst children and the third most fatal cancer. Together, they claim more lives every year than breast or prostate cancer, however they remain widely unknown. Those living with one of these cancers face unique challenges whilst undergoing diagnosis, treatment, and on-going care.

The Blood Cancer Alliance (BCA) is a coalition of charities which represent the blood cancer community. Our ambition is to transform and improve the lives of people within our blood cancer community. We are united by our goal to improve the experiences and outcomes of the diverse group of people affected by blood cancer. We aim to amplify, focusing on areas where we can have greater impact for the blood cancer community through working collaboratively. We are led by our values to be collaborative, cause driven, evidence-based, patient-centred, and courageous.

Earlier this year the BCA became a legal entity registering as a Charitable Incorporated Organisation (CIO), with the Charity Commission. As a result, it is looking for a flexible and experienced Finance and Administration Officer to carry out a range of responsibilities to support the development of the Alliance. This is an excellent opportunity for a motivated individual to build experience in health charities. The individual will be employed by Myeloma UK, a member of the Blood Cancer Alliance, but will be expected to work independently. The member organisation will provide training and development opportunities.

## **Tasks & Responsibilities**

- Maintain accurate records of income and expenditure
- Complete returns, trustee reports and other legal documentation, with support of the governance and finance trustee
- Manage relevant communications with members – e.g., weekly emails to members with activity updates where required
- Take queries from external stakeholders and members and escalate or respond as needed
- Liaise with the CEOs and policy group
- Take minutes and send to meeting attendees and members as appropriate
- Organise regular meetings of the members, including monthly CEO meetings, monthly steering group meetings, quarterly trustee meetings, quarterly all member meetings, bi-weekly policy leadership meetings and 6 monthly Industry Partner Forum
- Provide administrative support to Trustees and organise and support Board meetings
- Source and book locations and catering for any in person meetings
- Create the agenda for all meetings

## **Person specification:**

- Previous experience of working in an administrative role to support the development of a charity or organisation
- Previous experience in a finance admin or bookkeeping role
- A confident communicator with people at all levels of an organisation
- Experienced minute taker and meeting organiser
- Self-starter - able to multi-task, work to deadlines and prioritise workload
- Able to work flexibly to meet the needs of the role with sufficient notice
- High levels of motivation, when working alone or with a team
- Highly IT literate (MS Office, Teams, GoogleDocs)

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the BCA at any time after discussion with the post holder.

## Terms and Conditions

The postholder will be employed by Myeloma UK and Myeloma UK standard employment terms and conditions will apply.

<b>Post</b>	Finance and Administration Officer (12 months fixed-term, 3 days per week)
<b>Salary</b>	£25,000 pro rata
<b>Probation period</b>	Three months
<b>Hours of work</b>	<p>The post holder's standard working week will comprise 21 hours, over 3 days. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
<b>Holidays</b>	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays.
<b>Pension scheme</b>	Myeloma UK complies with its auto-enrolment obligations and offers a 6% pension contribution to all staff.
<b>Myeloma UK Office</b>	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.