



TRANSFORMING CHILDREN'S HEALTH THROUGH PLAY

Job Description & Person Specification

Job Title: Finance Manager
Contract: Permanent
Hours: Fulltime (37.5 hours per week)
Location: Flexible, with time in the London (Hammersmith) Office
Salary: £35k - £42k pa plus benefits (depending on qualification and experience)

About Starlight

Starlight is the national charity for children's play in healthcare.

We support children to experience the power of play during treatment, care and recovery from illness in more than 600 healthcare settings across the UK. Play is integral to the wellbeing of children and can make hospitals and hospices feel more welcoming, safe and a good place to thrive, ensuring children live every day even when they are sick. We know that the highest attainable standard of health can only be realised if children are supported to engage in play in hospital.

Play is often overlooked or trivialised in the healthcare system, and play professionals are undervalued and under resourced despite the contribution they make to children's wellbeing and the efficiencies they deliver in the NHS. Play is a vital way children gain agency in their treatment, a sense of autonomy and control; and is an important way to express thoughts and feelings in a healthcare setting.

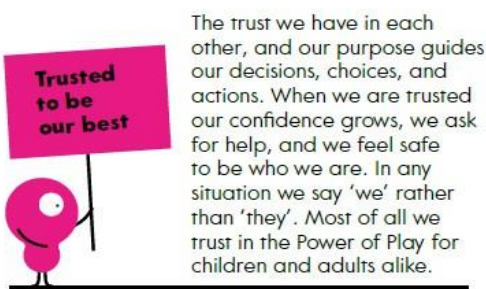
We believe that children's healthcare services should fully reflect the importance of play to their health, wellbeing, resilience and recovery, and that every child who is an inpatient should have daily play opportunities, appropriate to their condition, supported by dedicated play staff. We aim to enable all children in the UK to have their right to play protected and provided for when they are receiving healthcare – in or out of hospital.



Our culture

OUR VALUES

"Our standards and the environment we create through our behaviours"



We believe that our success depends upon focusing on our purpose and business results and taking individual responsibility for a culture where everyone can belong, feel safe and thrive. Our values are the agreed standards that govern our behaviour and are central to our decision-making and the choices that we make. Our development programme focuses on individual awareness of our own values, strengths, and preferences – essentially what makes us who we are – to help all colleagues think for themselves, manage their environment, and make appropriate, balanced decisions for themselves, others and Starlight. We believe that our strength is in our differences and constantly strive towards an authentic workplace culture with equity, diversity, and inclusion as central principles.

Our Strategy and the Finance Manager role

We have an exciting opportunity for a dynamic, solution focussed finance professional to join our central team as Finance Manager. Used to taking day to day transaction processing in your stride, you'll use your experience to support preparation of the management accounts and be part of ensuring that we have the business information needed for decision making across the charity. You'll have space to grow the role, taking on more responsibility as you build your knowledge and experience and improve systems.

Starlight is a small team with a lot to deliver so a can-do attitude is critical; we all roll our sleeves up and do what's needed to make things happen for our children, families and healthcare professionals. You'll have a real desire for effective working, enjoy finding ways



to improve the efficiency of our financial systems and processes and be experienced in working across an organisation to be a true partner to our passionate, supportive and dedicated Starlight team. You'll be committed to your own development, both professional and personal; you may be part way towards an accountancy qualification and we'll support you in achieving that.

Reporting to the Head of Finance, you'll be part of our small but highly effective Finance & Organisational Effectiveness team. Underpinning the delivery of services to our children, families and health professionals and the fundraising which makes that possible, the team is dedicated to great governance - both decision making and compliance – bringing business thinking to all that we do, strong financial management and much more. Evidence-based decision-making is at the heart of all we do and that requires reliable and timely information; our finance team is responsible for ensuring we always have the strong and relevant financial information as we work to deliver our ambitious but pragmatic three-year plan.

As our Finance Manager, you'll have the chance to have a real impact on the charity's ability to raise funds and deliver services. With a new finance system recently bedded in, we've created this new role to enable the finance team to evolve in response to the changing needs of the organisation and to help lead on the delivery of our strategic aims. Replacing a more junior officer position, you'll take care of the transactional work, prepare key information for management decision-making, be committed to collaborating across the organisation and be a key part of shaping the work of the finance team.

Key Areas of Responsibility

As our Finance Manager you'll:

1. Be responsible for ensuring that our accounting system (xledger) is accurate and up to date, looking after all transaction processing, including the import of income files from our database and other sources, management and payment of suppliers, and reconciliation of control and other balance sheet accounts.
2. Produce monthly management accounts to draft stage, including calculating and processing of accruals, prepayments, and other month end adjustments. You'll turn these around quickly after month end as we generally report to the Director team by the 10th working day of the month.
3. Work across teams to build financial understanding, taking a lead among the manager group in supporting forecasting processes. You'll also provide colleagues in all areas with ad-hoc financial information where required.
4. Be the primary 'owner' of xledger, acting as a key point of contact for system support and ensuring any technical problems are followed up. All our colleagues use the system so you'll work with them to ensure they're comfortable with it, preparing and sharing training materials where needed and carrying out inductions for new colleagues.
5. Actively find ways to improve our financial systems and processes, working closely with our Data & Business Intelligence team and fundraising colleagues to identify efficiencies and find solutions.



6. Support the Head of Finance in the annual budget setting process and the financial year end, acting as the first point of contact for the auditors to ensure a smooth experience for all. You'll also support on and in time take responsibility for preparation and submission of VAT returns.
7. Ensure colleagues across the organisation have a really positive, can-do experience in all their interactions with the finance team and our systems and processes.
8. Support the Director of Finance & Organisational Effectiveness with the financial elements of developing sustainable income streams from charitable activities and other projects that may arise.
9. Prioritise projects and manage schedules and your own workload in response to organisational needs.

Person specification

Requirement	Essential	Desirable	Evaluation*
Technical			
Minimum of three years' experience of working in the finance team in a similar environment, ideally in a UK-based not-for-profit organisation.	X		A
Experienced in the preparation of management accounts to at least fully reconciled trial balance stage, including all balance sheet accounts.	X		A
Strong attention to detail with proven track record of maintenance of accurate financial records and of identification and resolution of discrepancies.	X		A/I
Proven ability to identify and resolve financial discrepancies and issues as well as to identify and implement process improvements in line with good practice.	X		I
Proficient in the use of SME accounting software for both transaction processing and reporting. Experience of using xledger and familiarity with fundraising databases an advantage but full training given.	X		A
Knowledge of the specific accounting requirements for charities in the UK, including compliance with the Charities Act, SORP (Statement of Recommended Practice), charity VAT, and other relevant regulations is an advantage.		X	I
Solid Excel and other IT (MS Office) skills, and experience in working with databases and using analytical skills to review financial data, identify trends, and contribute to financial insights and forecasting.	X		A/I



Requirement	Essential	Desirable	Evaluation*
Personal			
Enjoy working in a truly collaborative fashion to keep financial matters running smoothly across the organisation, with a commitment to ensuring a positive colleague experience of the finance team across the organisation	X		I
Strong verbal and written communication skills; able to effectively liaise and build relationships with internal and external stakeholders, and to present & explain financial information in a clear and understandable manner.	X		A/I
Commitment to personal development and to being able to manage your own environment and make appropriate, balanced decisions for yourself, others, and Starlight.	X		I
Willingness to stay updated with changes in financial regulations, technological developments, and best practices in the charity sector through professional development opportunities, training, and self-study.	X		A
Using a clear understanding of why things are done and the wider business context in order to prioritise activities, meet deadlines, adapt to changing needs, and handle routine financial activities efficiently.	X		I
Enjoy being part of a small team where individuals thrive on working outside of their designated roles from time to time to get things done.	X		I
A genuine interest in the mission and values of Starlight.	X		A/I

*I = tested at interview, A= tested via cv / supporting statement

What we offer

The opportunity and environment to be yourself and be your best. To work within a team with play at its heart. To have flexibility in where you work and the hours that you work. Connection with our children, families and supporters at both Fundraising and Play events. Personal development through our strengths and self-awareness Development Programme. A competitive salary and benefits package including ability to work flexibly between home and office, holiday entitlement of 25 days plus bank holidays increasing up to 30 days with service, office closed at Christmas in addition to holiday entitlement, matched pension contributions to 5%, life assurance, Vitality health cover, income protection, cycle to work scheme, season ticket loans.

To apply

Please apply for this role through Charity Job, with your CV accompanied by a supporting statement which demonstrates how your experience matches the person specification and highlights your most relevant, recent experience for this role.



Closing Date: 20 June 2024

We are actively recruiting for this post on a rolling basis, allocation for interviews may happen as candidates apply, which may be before the closing date stated above. As we may interview before the closing date, we reserve the right to close the role earlier if we receive a number of high-quality applications.

Additional Information

Diversity Policy Statement

We believe that everyone has the right to be treated with consideration and respect. Starlight is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity, and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status. Starlight actively welcomes candidates from diverse backgrounds. If you are invited to an interview and need any adjustments made or have particular access needs, please let us know at that stage.

Shortlisting

Starlight is an equal opportunities employer, and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview on or before the dates in this document, please let us know on application if you have any difficulty with the dates. You will also be advised at this point if there will be any skills test, presentations etc. We may appoint to the role before the stated closing date if a suitable candidate is identified.

Employment Checks

All offers of employment are made subject to the following criteria: proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, enhanced DBS and two most recent references.