



# FINANCE OFFICER



# ABOUT US

## THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR CURRENT VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income to £3 million per annum. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

**Will Burchell**  
Chief Executive Officer



# ABOUT THE ROLE

The Bone Cancer Research Trust is led by our CEO who is supported by a Senior Leadership Team (SLT) comprising the Head of Research, Information & Support, Head of Fundraising & Communications and Head of Finance & Resources.

An Operational Management Group (OMG) is comprised of function managers reporting to SLT, and responsible for the day-to-day running of the organisation.

The Finance Officer (part time) role reports to the Management Accountant and supports the organisation in the provision of financial and non-financial information. The role is ideally suited to someone who has a grounding in purchase ledger work, has some payroll knowledge, has a background in the charity sector and is either qualified by experience or is working towards an accounting technician qualification (AAT).



# KEY BENEFITS

- Flexible approach to working hours
- 30 days annual leave per year plus bank holidays
- An extra leave day in every 5th year of employment to celebrate your work anniversary
- Healthcare cash plan & Employee Assistance Programme
- 6% employer pension contributions
- Clear performance expectations and opportunity to increase salary banding annually
- Enhanced sickness, maternity and adoption leave
- Training and personal development opportunities
- Option to purchase up to 5 days additional annual leave
- Life Assurance of 4x annual salary
- Free onsite parking at our Horsforth office

We believe wholeheartedly in supporting our staff to do their very best, irrespective of working location. If needed, and following a workstation assessment, you will receive an allowance for a home-working workstation and all necessary home-working equipment will be provided.

# ROLE DETAILS

<b>Job title:</b>	Finance Officer
<b>Reporting to:</b>	Management Accountant
<b>Line management:</b>	No direct reports
<b>Salary:</b>	£27,236 - £33,288 per annum pro rata (standard 37 hour week)
<b>Hours of work:</b>	Part time, 21 hours per week
<b>Contract type:</b>	Permanent
<b>Location:</b>	Flexible: remote, hybrid or office-based (Horsforth, Leeds)
<b>Probation period:</b>	3 Months



# KEY RESPONSIBILITIES

## THE FINANCE OFFICER WILL BE TASKED WITH THE FOLLOWING KEY OBJECTIVES:

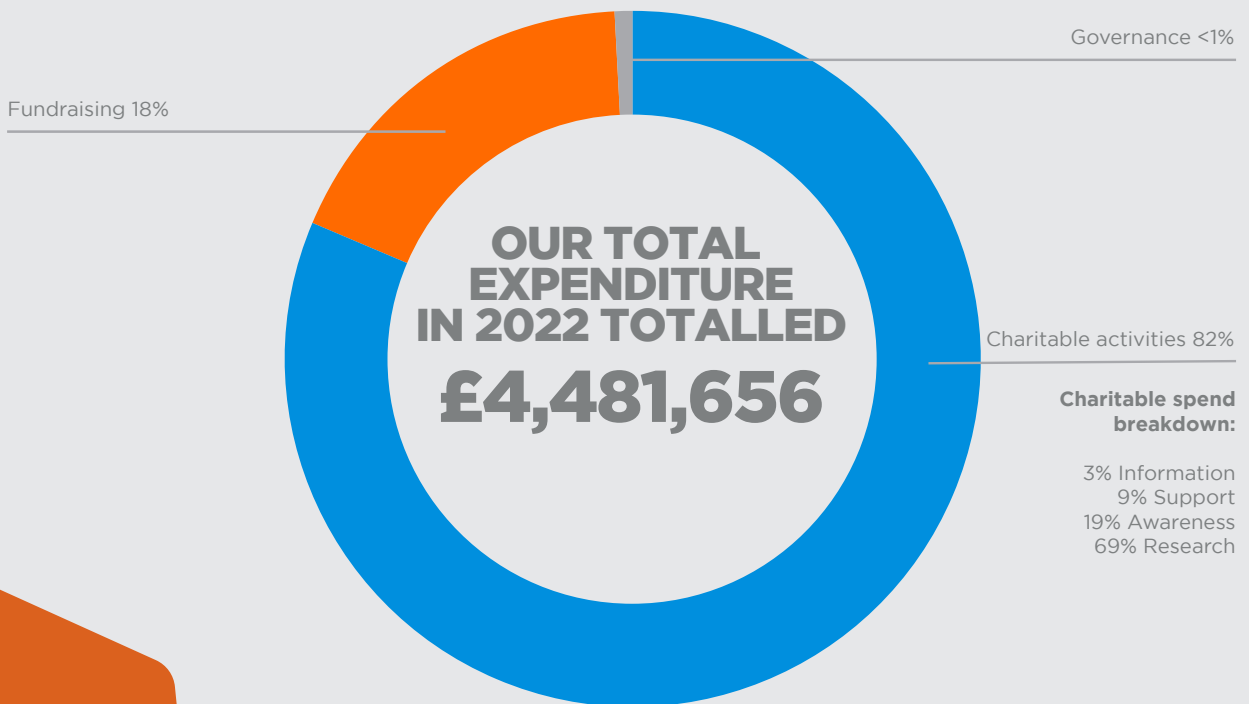
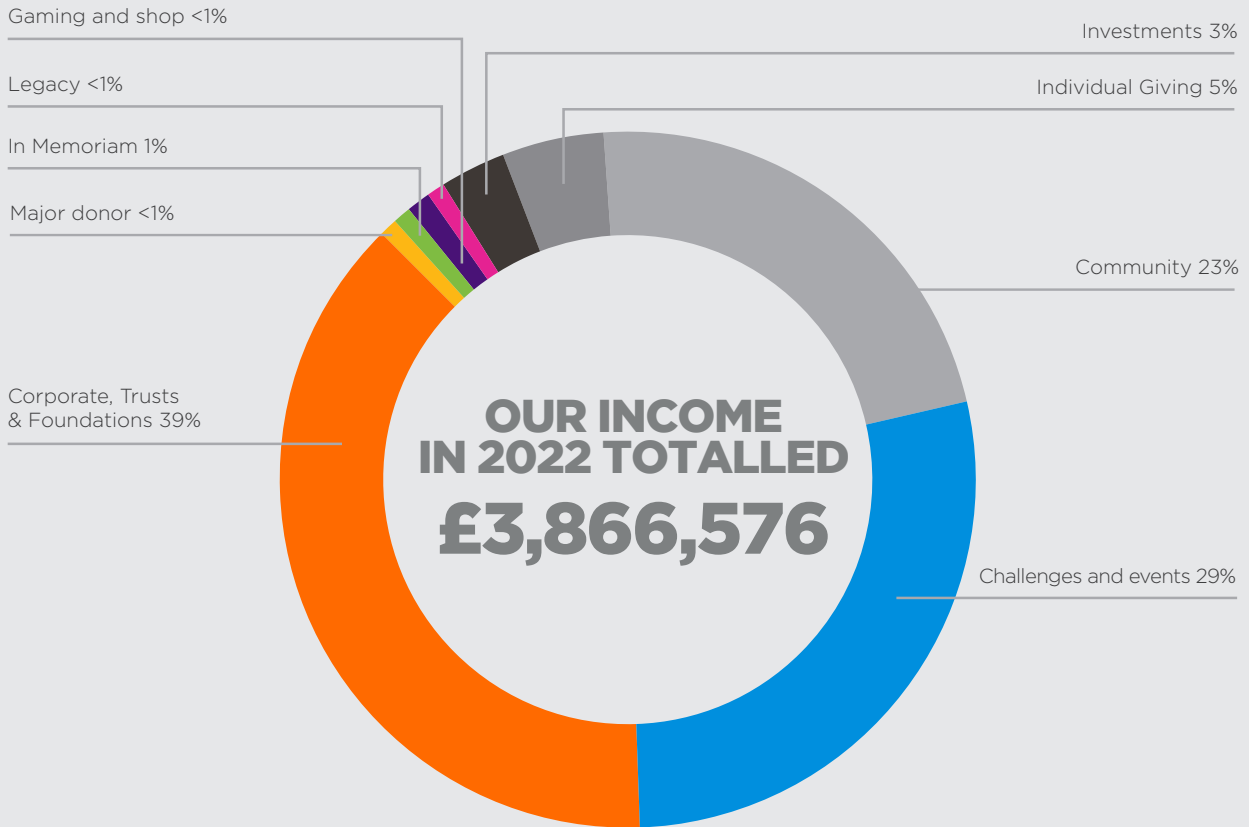
- Maintaining accurate accounting records in the finance system (Sage 50) in respect of all income received by the charity, including deferred income, restricted income and gift aid
- Reconciling income in Sage to income records within the charity's supporter database (Access Charity CRM) on a monthly basis, investigating any variances, and posting adjustments as appropriate
- Maintaining accurate purchase ledger and sales ledgers, processing all invoices received, processing all payments made within the banking system and Sage, raising sales invoices periodically
- Processing employee expense claims
- Ensuring that all expenditure is authorised in line with the charity's financial procedures
- Reconciling the creditors and debtors balances on a monthly basis
- Ensuring accurate banking records are maintained
- Maintaining accurate filing systems for all finance related paperwork
- Ensuring that financial processes are accurately documented
- Liaising with external payroll bureau to ensure payroll is completed accurately and on time each month; ensuring accurate returns and payments to HMRC and the pension provider; providing a knowledgeable contact point for staff on payroll matters
- Liaising with the charity's financial auditors as required
- Undertaking any other ad-hoc financial reporting as required
- Ensuring compliance with regulatory requirements relevant to the role
- Undertaking training, development and appraisal activities as required by the charity's leadership team
- Evaluating own performance critically, and striving for continual improvement
- Selecting and making use of a variety of resources, including IT to manage workload effectively
- Supporting the charity's ethos and policies and demonstrating a commitment to attitude and behaviour that reflects our core values – Pioneering, Dynamic, Supportive, Knowledgeable and Trustworthy
- Acting as an ambassador for BCRT and attending and supporting fundraising and other events as and when required which will include some evenings and weekends

## Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

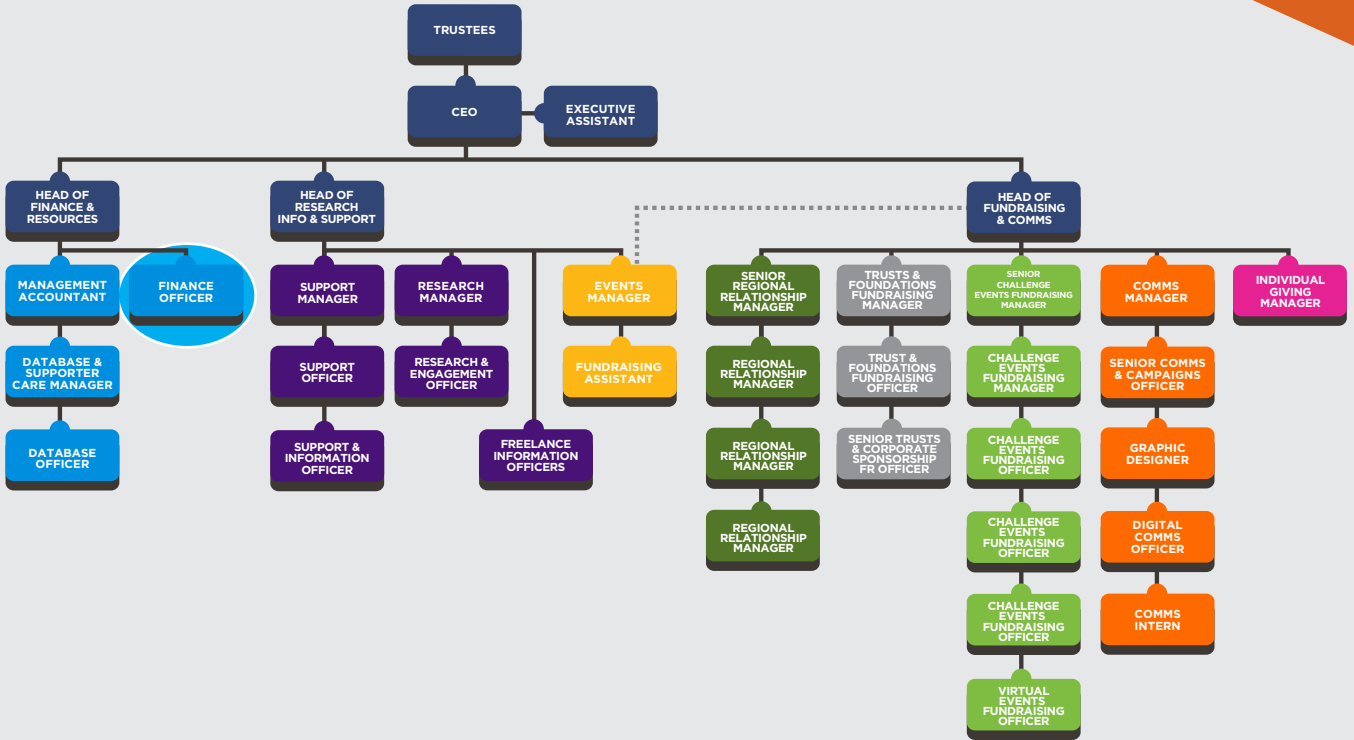
Criteria	Essential	Desired
<b>Qualifications</b>		
Full or part-qualification with an accounting technician body (AAT), or similar experience	✓	
<b>Experience</b>		
Experience working in a charity finance environment, including an understanding of key charity-related finance issues such as restricted funds.		✓
Working knowledge of payroll processes (in-house or using external bureau)	✓	
Working knowledge of finance packages (BCRT uses Sage 50)	✓	
Working knowledge of charity CRM databases (BCRT uses Access CRM)		✓
Working knowledge of project management systems (BCRT uses Teamwork)		✓
Demonstrate excellent written and verbal communication skills.	✓	
Demonstrate excellent numeracy skills.	✓	
Highly competent in the use of Microsoft Word and Excel	✓	
<b>Personal Qualities</b>		
Enthusiastic, imaginative, and energetic with a 'can do' attitude.	✓	
An inquisitive mind, with the ability to problem solve.	✓	
Ability to confidently work as part of a team or individually, with minimal supervision	✓	
Excellent interpersonal skills, working well with people, being a real team player.	✓	
A shared passion for the work of the Bone Cancer Research Trust.		✓
Excellent organisation & time management skills.	✓	

# INCOME & EXPENDITURE 2022





# ORGANISATION CHART





# HOW TO APPLY

Please apply by submitting an expression of interest by email, highlighting your suitability for the position and why you are interested, by email to:  
**andrew.westwood@bcrt.org.uk**

## **Closing date for applications 2nd July 2024.**

Strong applications will go to interview immediately.

All applications will be treated in the strictest confidence.

Should you require an informal conversation prior to applying to this role, please email **andrew.westwood@bcrt.org.uk**

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: [bcrt.org.uk](http://bcrt.org.uk)

Call: 0113 258 5934

Email: [info@bcrt.org.uk](mailto:info@bcrt.org.uk)

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Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.