

JOB DESCRIPTION

JOB DETAILS

Job Title:	Finance Officer
Salary:	£32,726 per annum
Base:	Manchester, all roles are office based however there is some opportunity for occasional working from home
Hours:	37.5 hours per week
Type:	Permanent
Holiday entitlement:	Starts at 27 days per year, rising to 29 after 5 years and 33 after 10 years plus all statutory bank holidays.
Pension scheme:	All new starters are automatically enrolled in the workplace pension scheme subject to meeting the qualifying criteria. If you choose to opt out within the first month, any money that you paid into the pension scheme will be refunded in full.

ORGANISATIONAL ARRANGEMENTS

Reporting to:	1. Assistant Finance and Operations Manager
Other key relationships:	1. Charity teams 2. Trust teams

JOB PURPOSE

Summary

The Finance Officer is a fantastic opportunity for an individual looking to work for a fast moving, growing organisation. We are looking for an enthusiastic individual to support the Assistant Finance and Operations Manager with day-to-day transactional processing for The Christie Charity group. This position provides an excellent opportunity to develop an understanding of charity and commercial finance. You will play a key role in supporting robust financial controls across the Charity group.

This is a hands-on role with responsibilities including processing supplier invoices against approved purchase orders, initiating new supplier set-up, preparing payment runs, reconciling group bank accounts, allocating customer receipts, monitoring aged debt, supporting the reconciliation of fundraising and other income, reconciling corporate credit card transactions and clearing suspense items.

The postholder will also act as a first point of contact for routine finance queries from colleagues and suppliers, helping to resolve transactional issues promptly and professionally.

The Finance Officer will be an important day-to-day user of the Charity's finance and purchase-to-pay systems and will help ensure transactions are processed accurately, efficiently and in accordance with agreed financial procedures. The postholder will be expected to identify errors, unusual transactions and control issues, resolving these where appropriate and escalating matters to line managers where required.

Additional information

Upon joining The Christie Charity, day-to-day financial transaction processing will continue to be delivered by The Christie NHS Foundation Trust during the initial months of the role, therefore, the postholder will be expected to work closely and collaboratively with their finance team to ensure seamless operations and continuity across the Charity group. These functions are anticipated to transfer to the Charity group with the postholder taking on a subset of these responsibilities within the first 3-6 months in role. Classroom and on the job training will be provided.

This post would suit an individual who enjoys working in a dynamic, evolving environment, where responsibilities may shift in response to organisational priorities. The postholder must be comfortable navigating ambiguity, demonstrating flexibility, initiative, and a proactive approach to problem-solving.

The postholder will also provide support to the team on an ad-hoc basis as required.

The postholder will complete a shift approximately every four to six weeks at the Charity's hub in Withington to support charitable activity at The Christie NHS Foundation Trust.

WHY THE CHRISTIE CHARITY?

If you want to make a real difference to cancer patients and are ready to rise to the challenge of working for one of the most successful charities in the Northwest, this role could be for you.

The Christie Charity is a vibrant, fast moving, energetic organisation with a passionate team and a fantastic reputation. This is an exciting time to join The Christie Charity as we embark on a period of transformational growth with the launch of key capital appeals enabling us to see a real step change in our income. We are looking for dynamic individuals to join our finance team at this exciting time.

We are an independent charity and everything we do is geared to supporting the renowned Christie hospital to ensure that cancer patients receive the highest level of treatment and care and have access to world leading research and technology. We provide enhanced services over and above what the NHS funds.

The Christie Charity operates from the same campus as The Christie NHS Foundation Trust.

DUTIES AND RESPONSIBILITIES

Finance operations

1. Process supplier invoices against approved purchase orders, ensuring transactions are accurately recorded within the finance system.
2. Investigate and resolve invoice matching exceptions and other routine transactional queries.
3. Initiate the set-up and amendment of supplier records, ensuring appropriate supporting information and checks are completed before submission for approval.
4. Prepare supplier payment runs for review and approval by line manager(s).
5. Allocate receipts against outstanding customer balances and ensure income is accurately recorded.
6. Monitor aged receivables and follow up outstanding balances with customers and relevant colleagues.
7. Support the reconciliation of fundraising, donation and other income between source systems, bank accounts and the accounting ledger.
8. Reconcile corporate credit card transactions, ensuring transactions are supported by appropriate purchase orders and documentation.
9. Process transactions in accordance with the Charity's financial procedures, delegated authorities and internal control requirements.
10. Check transactions for accuracy and completeness before processing. Follow up missing or incomplete information required to support financial transactions.
11. Identify potential duplicate payments, unusual transactions, errors or other control issues and escalate these promptly.
12. Maintain clear and complete audit trails for financial transactions.
13. Process other routine financial transactions as required.

Month end and reporting

1. Support period end processes by ensuring transactional ledgers and reconciliations are complete and up to date.
2. Clear or investigate outstanding suspense items ahead of period end reporting.
3. Provide transaction level information and analysis to support the Charity Financial Controller and Assistant Finance and Operations Manager
4. Assist with the preparation of routine reports and schedules as required.
5. Support year-end processes and the preparation of information required for the statutory audit.

General

1. Act as a first point of contact for routine finance queries from Charity colleagues.
2. Provide cover across transactional finance activities during periods of annual leave or absence, subject to appropriate segregation of duties.
3. Support the documentation and embedding of finance processes as finance operation activities transfer from The Christie NHS Foundation Trust to the Charity.
4. Participate in training and development to build knowledge across the Finance function.
5. Take responsibility for own workload, highlighting capacity issues or competing priorities where these may affect delivery.

Other duties

6. Uphold the professionalism, position and focus of the finance team, whilst also being an integral and trusted member of the broader Charity.
7. Exercise independent judgement and initiative when problems arise and take appropriate action to resolve areas of concern.
8. Responsible for operationally prioritising own work, ensuring the team is kept informed of any concerns or issues.
9. Any other appropriate duties as may be required, including supporting broader charity teams during transition period of finance activities from The Christie NHS Foundation Trust to the Charity.

As a registered member of a professional accountancy body, the post holder is required to maintain registration throughout the contract of employment.

This job description is not intended to be exhaustive but reflects the main responsibilities of the post holder. Other duties may be required from time to time. This job description is subject to regular review and appropriate modification.

PERSON SPECIFICATION

	<u>ESSENTIAL</u> <i>The qualities without which a post holder could not be appointed</i>	<u>DESIRABLE</u> <i>Extra qualities which can be used to choose between candidates who meet all the essential criteria</i>	METHOD OF ASSESSMENT
QUALIFICATIONS	Degree / AAT qualified or equivalent work experience. Demonstrable continuing professional development.	Post qualification experience in not-for-profit or commercial setting. Working towards ACA/ACCA/CCAB/CIMA qualification.	CV / Certificates
EXPERIENCE	Experience of working in a fast-paced finance department demanding a good understanding of financial management and accounting principles is required. Experience working in a not-for-profit and / or commercial setting. Demonstrable experience with independently problem-solving and providing solutions to challenges.	Have an understanding / experience of completing month end / quarter-end / annual business-as-usual processes. Experience of using computerised financial accounting systems for day-to-day accounting and management reporting.	CV / Interview & assessment / References
SKILL, KNOWLEDGE & COMPETENCIES	Foundation knowledge of charity accounting / commercial accounting. Ability to prioritise and deliver to agreed deadlines with minimal day-to-day supervision. Excellent analytical and reasoning skills, and the ability to prepare and present financial information to non-financial colleagues. Highly proficient in the use of Excel, and the ability to adapt its use to extract, interpret, manipulate and present information in a meaningful way. Highly competent in Word, PowerPoint, Outlook, Teams, SharePoint etc. Experience navigating ambiguity, demonstrating flexibility, initiative, and a proactive approach to problem-solving.	Proficient in the use of financial accounting systems (Integra and Iplacit preferable). Understanding of fundraising systems (Raiser's Edge NXT preferable).	CV / Interview & assessment / References

PERSONAL ATTRIBUTES	Accountable, manages time effectively, prioritises and delivers to agreed deadlines. Quick learner, able to upskill independently. Exercises good judgment when consulting teams with questions. Enthusiasm, determination, motivated and positive. Confident approach, hardworking, committed and reliable. Open, honest and fair. A team worker that treats colleagues with dignity and respect.		<i>CV / Interview & assessment / References</i>
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GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Charity that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION

As an employee of the Charity, you have a legal responsibility for all records that you gather or use as part of your work within the Charity. The records may be paper or electronic. Employees must consult with your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Charity's undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Charity employee you are required to uphold the confidentiality of all records held by the Charity. This duty lasts indefinitely and will continue after you leave the charity employment. All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

CHARITY POLICIES

The Charity operates a range of policies, and all employees must observe and adhere to the provisions outlined in these policies.

EQUALITY, DIVERSITY AND INCLUSION

The Charity is committed to advancing equality, diversity and inclusion for all our staff. We want to ensure that everyone who works at the Charity or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Charity's equality, diversity and inclusion policies. You should value others and treat everyone you meet at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

You have a responsibility to comply with The Christie NHS Foundation Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this. In The Christie Charity you will at times be asked to operate on the hospital site and as such you will have a responsibility to comply with this policy.

- Please note that The Christie site is a non-smoking site.